

Associate Planner

The City of Westfield, a dynamic and growing community in the Indianapolis market, is looking for an individual to work in a fast-paced environment on our close-knit team of planners. We are interested in an individual who is able to multi-task large projects, is diligent in their communications, and thoughtful in their conduct. Relationship building, collaborative problem-solving, and the willingness to learn are essential functions for any team member. Basic understanding of city planning principles and/or zoning administration are desirable for this position. We need someone who will ask questions, make suggestions, and bring value to the community. In addition to a competitive benefits package, pay for the Associate Planner position starts at \$52,500 per annum, and is commiserate with experience. This position will remain open until filled.

Please send your resume and cover letter to the Human Resources Department, at hr@westfield.in.gov.

Associate Planner, Community Development

FLSA Status: *Non-Exempt*

General Definition of Work

Performs skilled technical work in developing and implementing land use, economic development and planning activities, providing support to the Board of Zoning Appeals and the Advisory Plan Commission, and related work as apparent or assigned. Work is performed under the supervision of the Community Development Director (or its designee).

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

Essential Functions

Researches and responds to public and customer inquiries regarding planning and zoning related issues.

Responds to economic development inquiries as assigned.

Provides information for residents, business owners, developers, consultants, contractors, community groups, elected officials and others related to ordinances, policies, plans and other City programs.

Provides staff support to the Board of Zoning Appeals (BZA), Advisory Plan Commission (APC), and City Council.

Provides information to residents and business owners on the BZA and APC process.

Evaluates development proposals for conformance with ordinances, codes, and policies of local, state and federal government.

Prepares and provides analytical reports and supporting materials on petitions, manages files.

Enforces City ordinances and policies, as required.

Provides staff support on various special projects, committees, groups and boards.

Assists in the developing long-range plans and revision of ordinances.

Assists in developing and implementing growth management policies, land use and economic development policies.

Updates and prepares Geographic Information System (GIS) maps for reports and presentations.

Attends various meetings as needed.

Knowledge, Skills and Abilities

Thorough knowledge of planning principles and practices; general knowledge of economics, sociology, environmental issues and municipal finances as applied to planning; general knowledge of current literature and recent developments in the field of planning; ability to analyze and systematically compile technical and statistical information and to prepare technical reports; ability to prepare and present technical information clearly; ability to establish and maintain effective working relationships with associates.

Education and Experience

Bachelor's degree with coursework in urban planning, landscape architecture, economic development or related field and moderate experience municipal planning, or equivalent combination of education and experience.

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Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires walking and repetitive motions and occasionally requires standing, climbing or balancing, reaching with hands and arms, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Valid driver's license in the State of Indiana.