



Delaware County

This document is used to provide
a basic description of essential
duties and other work elements

County Form 82107(08-07)

Job Title: Zoning Planner	
Department: Plan Commission	Position Fund Account No.:
Division:	Job Category: PAT
Work Schedule: 8:30 a.m. – 4:00 p.m., M-F	Job Grade:
Reports to: Executive Director	Status: Full-time
FLSA Status: Non-exempt (OT eligible)	Effective Date: June 2008 Re-evaluation Date: December 2023

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Delaware County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless the accommodation would present an undue hardship.

Incumbent serves as Zoning Planner for Delaware County Plan Commission Department, responsible for providing professional planning services for City of Muncie and Delaware County, and in office technical support, including GIS data creation and maintenance.

DUTIES:

Provides training and support to staff on new software, equipment, and procedures.

Interprets, applies, and communicates terms of City and County Zoning Ordinances.

Serves as staff for Board of Zoning Appeals, including, but not limited to, processing applications and preparing reports.

Schedules and accepts applications for subdivision and plat meetings, reviews site plans, and comprises minutes and Findings of Facts.

Serves as liaison between Census Bureau and City/County government.

Develops and publishes maps for Plan Commission including land use, transportation, and zoning.

Integrates land development attributes with Geographic Information System (GIS).

Plan/Zoning

Serves as zoning liaison to other counties and city offices including, but not limited to, Building Commissioner, Auditor, Assessor, and Recorder.

Assigns location addresses and maintains County database in GIS.

Performs analyses using GIS data and software for use in reports in planning.

Provides professional assistance to public and private organizations in planning land use.

Assists the public with questions on zoning, flood, subdivision, addressing, and land use.

Completes forms and writes letters related to zoning, flood, census, and addressing.

Reviews land use plans and design proposals for compliance with local ordinances.

Purchases computers, software, and equipment for office.

Conducts presentations and meetings about GIS, transportation, land use, and planning.

Provides technical support on office network, computers, printers, and software.

Prepares correspondence, including zoning, variances, special uses, and floodplain issues.

Attends conferences pertaining to GIS and land use issues.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Bachelor's Degree in planning or related field. Equivalent combination of education, training, and experience considered.

Ability to meet all employer hiring requirements, including passage of a drug screen.

Practical knowledge of County Ordinances, Arc GIS, and land use policies, and ability to make practical application of principles, practices, terminology, and technology.

Practical knowledge of standard office procedures and advanced computer skills including word processing, spreadsheet, email, and Department-specific software and applications such as GIS, with ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of basic filing systems and ability to create and maintain Department files and records.

Working knowledge of standard English grammar, spelling, and punctuation, and ability to prepare documents, correspondence, and detailed reports.

Ability to effectively provide training and support to staff on new software, equipment, and procedures and provide technical support on office network, computers, printers, and software.

Ability to properly operate standard office equipment, such as computer, calculator, large format printer, scanner, printer/copier, and transcriber/Dictaphone, and other equipment including, but not limited to, vehicle and camera.

Ability to provide public access to or maintain confidentiality of department information and records according to State requirements.

Shall comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to effectively listen, comprehend, and communicate orally and in writing with co-workers, other County departments and agencies, City/County government offices, Census Bureau, developers, realtors, U.S. Postal Service (USPS), various businesses, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to understand, memorize, retain, and follow oral and written instructions and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment, work on several tasks at the same time, and work rapidly for long periods, occasionally under time pressure.

Ability to apply knowledge of people/locations, plan/layout assigned work projects, and read/interpret detailed layouts/sketches/specifications/maps.

Ability to count, compute, and perform arithmetic operations.

Ability to compare, observe, compile, classify, analyze/evaluate, and fabricate data and make data-driven decisions.

Ability to plan and present public speaking presentations.

Ability to occasionally work extended hours and evenings and travel out of town, sometimes overnight, for meetings and training.

Possession of a valid driver's license with a demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent exercises analytical techniques to address problems that are embedded within the wide range of duties performed. Independent judgment is frequently needed to determine the impact of decisions on total operations and/or sets of cases. Incumbent operates within very general guidelines, adapting guidelines and rules to fit unique circumstances.

III. RESPONSIBILITY:

Incumbent's duties constitute a major contribution to departmental functions and operations, with departmental objectives and policies being applied to a wide-range of complex operations. Incumbent operates within departmental objective. Interpretations of objectives are discussed with the supervisor, with work product reviewed upon completion for attainment of objectives and adherence to departmental standards and policies.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent communication with co-workers, other County departments and agencies, City/County government offices, Census Bureau, developers, realtors, USPS, various businesses, and the public for the purposes of exchanging information, rendering service, instructing, and negotiating.

Incumbent reports directly to Executive Director.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment and a vehicle, involving sitting/walking at will, sitting/standing/walking for long periods, keyboarding, driving, lifting/carrying/pushing/pulling objects weighing less than 50 pounds, bending/reaching, crouching/kneeling, handling/grasping/fingering objects, walking on uneven terrain, working in wet/icy surroundings, close/far vision, color and depth perception, speaking clearly, and hearing sounds/communication.

Incumbent is occasionally required to work extended hours and evenings and travel out of town, sometimes overnight, for meetings and training.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Zoning Planner for the Delaware County Plan Commission describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes_____ No_____

Approved by Human Resources Director: _____Date_____

Supervisor Signature

Date

Reviewed with Employee

Date

Employee's Signature

(Printed Name)

Date

Signed copy to: Human Resources (Original)
Supervisor