



**City of Columbus - Bartholomew County Planning Department**  
**Job Announcement & Description**

## **PROJECT PLANNER**

**Application Deadline March 23, 2018 – Interviews to Begin Immediately**

**Position:** Project Planner  
**Salary Title:** Associate Planner or Senior Planner (based on education and experience)  
**Salary Range:** \$40,800 to \$58,803  
**Department:** Planning  
**Supervisor(s):** Planning Director and Assistant Planning Director  
**Supervises:** None  
**Employee Type:** Salary / Exempt

### **Introduction:**

The City of Columbus - Bartholomew County Planning Department is currently accepting applications for a full-time "Project Planner". This position may be filled at either the Associate Planner or Senior Planner classification and salary range, based on education and experience. The Planning Department is housed within the City of Columbus and provides development review and land use policy guidance for both the City of Columbus and Bartholomew County.

Columbus, population 47,000, is a regional center for financial services, health care, employment, entertainment, and shopping. The community is recognized nationally for its architectural design quality, vibrant downtown, quality parks and recreation amenities, and overall high quality of life. For more information about our community visit our visitor center website at [www.columbus.in.us](http://www.columbus.in.us) and our City government website at [www.columbus.in.gov](http://www.columbus.in.gov)

### **Summary:**

The Project Planner is primarily responsible for the processing, review, and documentation of development applications filed with the Planning Department by the public, land surveyors, developers, etc. This includes site plans, sign applications and other similar administrative approvals; variances, conditional uses, and other similar requests to be considered by the Board of Zoning Appeals; and rezonings, annexations, site development plans, and other similar requests to be considered by the Plan Commission. The position may also provide problem solving, creative thinking, and research skills for a variety of community-based initiatives. This may include participating on special project teams, researching and documenting planning-related topics, and serving as a Planning Department liaison to one or more community interest groups.

An Associate Planner in this role would be expected to complete the typical duties with a moderate amount of supervision and to contribute to Planning Department special projects primarily in supporting roles. A Senior Planner in this role would be expected to complete tasks with a comparatively greater

level of independence, manage especially complex or multi-step approval processes, and have greater participation in and direction over special projects initiated by the Planning Department.

### **Typical Duties:**

1. Processing, review, and documentation of site plan and sign-related applications and proposals.
2. Processing, review, and documentation of re-zoning, subdivision, annexation, conditional use, variance, and other similar applications.
3. Analysis of development proposals in comparison with the applicable Zoning Ordinance, Subdivision Control Ordinance, and other appropriate standards.
4. Preparation and presentation of staff reports and recommendations regarding applications being considered by a Board of Zoning Appeals, Plan Commission, or other similar body.
5. Discussion and communication of development requirements and application details with the public, adjoining property owners, developers, land surveyors, and others.
6. Coordination and preparation of all necessary public notices for assigned development applications.
7. Participation in regular project scheduling meetings and coordination of assignments with other related Department projects and development applications.
8. Conducting of site visits and other investigations as necessary to document conditions affecting development applications.
9. Maintenance of all case files regarding assigned development applications.
10. Coordination and communication of information, regulations, and issues related to signs, landscaping, site plan review, variances, and other development-related procedures and requirements.
11. Research, preparation, and presentation of studies and reports on a variety of community planning topics and issues as assigned by the Planning Director.
12. Participation on special project teams and completion of special projects as assigned by the Planning Director.
13. Representation of the City, County, and/or Planning Department as a liaison to one or more planning-related interest groups.
14. Identification of, and participation in periodic training and educational events designed to advance local understanding of planning issues.
15. Driving at times in a City vehicle to various locations on behalf of the Planning Department and to work-related events.
16. Other duties, as assigned by the Planning Director. *This description is intended to provide a general overview of typical duties, as well as the complexity of the work to be performed by this staff member. It is not intended to be an exhaustive list of duties, responsibilities or specific tasks and other duties are typically assigned dependent upon the needs of the office.*

### **Qualifications:**

The Project Planner shall possess a bachelor's degree in urban planning, geography, landscape architecture, urban design, public policy, or a related field of study. Working knowledge of word-processing, graphic design, mapping, and publishing computer software is recommended. The Project Planner shall also demonstrate a working knowledge of planning concepts and issues, and display a general knowledge of local government operations. Excellent verbal and written communication skills are also required.

Qualifications for serving in this role as a Senior Planner would also include a minimum of 2 years of comparable work experience. AICP certification is also recommended for a Senior Planner in this position.

*Further Qualifications: Due to the required use of a City vehicle, this employee must also have a valid Indiana Driver's License or the ability to obtain one upon being hired, and must have a driving record acceptable to the City's insurance carrier. The Driver's License and insurability must be maintained at all times during employment by the City of Columbus. The use of a City vehicle makes this a safety-sensitive position and subject to pre-employment drug/alcohol screen as well as a drug/alcohol screen for cause (accidents) and randomly.*

### **Compensation:**

The 2018 maximum salary is \$49,801 for an Associate Planner and \$58,803 for a Senior Planner. The classification and starting salary of the successful applicant will be based on qualifications.

### **Application Instructions:**

A City of Columbus job application can be downloaded and printed from the following website:  
<http://www.columbus.in.gov/careers/how-to-apply/>

Interested candidates should submit (1) a cover letter, (2) a resume and (3) a completed application by mail or email to:

Personnel Department  
City Hall  
123 Washington Street  
Columbus, Indiana 47201  
Email: [humanresources@columbus.in.gov](mailto:humanresources@columbus.in.gov)

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