POSITION DESCRIPTION
CITY of MICHIGAN CITY IN

POSITION: Associate Planner
DEPARTMENT: Planning and Inspection
WORK SCHEDULE: 8:00am -4:30pm M-F
JOB CATEGORY: PAT II (Professional, Administrative, Technological)

DATE WRITTEN: May 2019 **STATUS:** Full-Time
DATE REVISED: September 2026 **FLSA STATUS:** Non-exempt

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. The City of Michigan City 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 those accommodations would present an undue hardship.

Incumbent serves as Associate Planner for Planning and Inspection, responsible for assisting Planning Director with projects, planning, and zoning administration for the department.

DUTIES:

- Responds to general zoning verification and residential and commercial property information inquiries.
- Assists with over-the-counter permits and inquires.
- Assists Indiana Landmarks with Certificate of Appropriateness and staff lead to Historic Review Board
- Leads multiple department development review
- Assists applicants with subdivisions, variances, PUD's (planned unit development), rezoning, special exception use, use variance, and development standards variance
- Analyzes Board of Zoning Appeals and Plan Commission application materials thoroughly and produces staff reports with strong recommendations that are applicable and adheres to the joint zoning ordinance
- Works interdepartmentally to obtain input and feedback from Department heads and other senior leadership on projects
- Reviews residential and commercial permits for zoning ordinance compliance, including PUD, overlays, zoning, and sign compliance
- Performs site inspections for permit compliance and completion.
- Enforces code for both zoning and sign code issues
- Networks with other agencies to develop programs to help serve the community
- Identifies neighborhood concerns and issues and assists community groups in establishing goals and objectives and monitor's progress
- Acts as liaison to neighborhood organizations
- Researches policy and common practices
- Recording secretary for the Historic Review Board
- Performs related duties as assigned.

I. JOB REQUIREMENTS:

- Baccalaureate or master's degree in urban planning, Environmental Science, Community Development, Sustainable Development, Historic Preservation, Social Work, or related fields with 1-3 years of professional experience
- Ability to meet all departmental hiring requirements, including passing of a drug test
- Thorough knowledge of the principles and practices of Planning and Inspection, the organization and manner of operations of the department, and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.
- Thorough knowledge of Municipal and City government operations and current trends in local, state and federal planning and legislation
- Ability to properly operate standard office equipment, including computer, calculator, copier, and vehicle
- Ability to analyze, evaluate, observe, diagnose, and investigate.
- Ability to understand, memorize, retain, and carry out oral and written instructions and present findings in oral or written form
- Ability to apply knowledge of people/locations, plan/layout work assignments, read/interpret detailed blueprints/maps, and make simple arithmetic calculations.
- Ability to work alone with minimum supervision and with others in a team environment, often under time pressure, and on several tasks at the same time.
- Ability to effectively communicate orally and in writing with co-workers, other city departments, property owners, developers, consultants, Historic Review Board, Plan Commission, Board of Zoning Appeals, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.
- Ability to provide public access to , or maintain confidentiality of, department information and records according to state requirements
- Ability to 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 competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons
- Ability to occasionally work extended and/or evening hours, and occasionally travel out of town for conferences/meetings, sometimes overnight
- Possession of a valid driver's license and demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbents' duties are complex in nature, involving many variables and considerations. Incumbent uses a wide variety of state and local codes to ensure properties are following building requirements, exercising independent judgment in interpreting precedents and applying codes to varying situations.

III. RESPONSIBILITY:

Incumbent's assignments are guided by definite objectives using a wide variety of methods or procedures, with incumbent referring to supervisor for unusual matters, such as policy interpretations. Frequently, decisions are made which are restricted only by organization-wide policies, with little direct guidance from supervisor. Work is periodically reviewed for compliance with department policy.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other City departments, property owners, developers, consultants, Historic Review Board, and the public for purpose of teaching or presenting subject matter through explanation.

Incumbent reports directly to Planning Director.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment and vehicle, involving driving, sitting/walking at will, sitting/standing/walking for long periods, lifting/carrying objects weighing over 50 pounds, pushing/pulling objects, handling/grasping/fingering objects, crouching/kneeling, bending/reaching, close/far vision, color/depth perception, speaking clearly, and hearing sounds/communication. Incumbent may be exposed to potentially irate/hostile individuals.

Incumbent may perform duties outdoors, including walking on uneven terrain, working in wet/icy surroundings, working near fumes, odors, dust, and dirt, working in a noisy environment, and responding to situations involving potential physical harm. Incumbent must wear protective clothing, as necessary.

Incumbent occasionally works extended and/or evening hours and occasionally travels out of town for conferences/meetings, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Associate Planner 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_____

_____ _____

Applicant/Employee signature Date

_____

Print or Type Name