JOB DESCRIPTION

TOWN OF MERRILLVILLE, INDIANA

DIRECTOR OF PLANNING AND DEVELOPMENT

Salary - $55,000.00 plus depending on experience
Benefits – Health and Life Insurance, Perf Retirement, and paid Holidays and Vacation.
Job Type - Full-Time
Closing date and time – September 15, 2016

The Director of Planning and Development is a top management level position that is responsible for the day to day operations of the Planning and Development Department.

Essential Functions

- Directs the administration and supervision of the Planning and Development Department
- Fosters and promotes a workplace culture based on professionalism, collaboration, respect, and accountability
- Coordinates communication with and engineering reviews conducted by the engineering consultant
- Required to attend evening meetings including but not limited to: Town Council, BZA and Plan Commission ; and other meetings as assigned
- Oversees development of the agenda and respective docket for the Plan Commission, Redevelopment Commission, and Board of Zoning Appeals
- Assist the Town in the implementation of economic development efforts identified by the Town Council communicated through the Town Manager
- Manages human resources issues as assigned
- Develops and implements projects and programs for the Development Department and establishes broad priorities and work sequences including but not limited to: Strategic Plan; Quarterly and Annual year end reports
- Develops and provides to the Town Manager monthly reports on the activities of the Development Department
- Is responsible for the development of departmental priorities, objectives, goals, and actively seeks out new processes and technologies to help improve departmental efficiency and effectiveness. Provides direction for the collection of data, establishment of databases, and assessment of policy options that facilitate community decision-making with regard to performance of adopted or contemplated plans and policies; prepares information using a variety of data sources to assess community issues and trends; and to monitor the implementation progress on the comprehensive plan
- Manages projects and programs as assigned by the Town Manager

- Is responsible for the training, supervision, and evaluation of department staff and provides counseling and coaching to staff within the department; ensures compliance with all Town policies and procedure
- Shares information and ideas with others in a timely manner

Minimum Qualifications

- Bachelor's degree in urban planning or related field (i.e., public administration, landscape architecture, geography)
- Five (5) years progressively responsible experience in municipal planning or related field (i.e., public administration) with at least two (2) years in a supervisory capacity (Note: Master's degree in urban planning or related field will substitute for three (3) years of non-supervisory experience).

Core Competencies:

- Ability to effectively present complex planning and building issues to the public in a manner that is easily understood.
- Ability to effectively and efficiently manage, plan, organize, direct, control and supervise the work of others.
- Ability to communicate effectively both verbally and in writing
- Ability to form and maintain effective relationships with coworkers and customers
- Ability to maintain regular and punctual attendance
- Knowledge of federal, state and local laws, ordinances and codes pertaining to a wide variety of planning and building topics.
- Knowledge of business and management principles involved in strategic planning, leadership, principles of personnel management, including supervision, training and performance evaluation.
- Knowledge of budgeting and finance principles.
- Strong written and oral communication skills, including the editing, oversight or preparation of technical reports, and the presentation of information to government entities and various boards and committees.
- Strong problem-solving and negotiation skills.
- Proven management skills and ability to manage day-to-day planning and development operations.
- Skilled in the operation of a computer pertaining to the use of GIS, word processing, spreadsheet, presentation, project tracking and plan review software systems.

Conditions of Employment

- Must have a valid Indiana Driver's License and valid state required minimum automobile liability insurance prior to employment
- Must pass a drug test, driver's license check, criminal history background check, and social security number verification check.

Interested parties should send a resume via email to bspires@merrillville.in.gov