

FULL TIME JOB POSTING

Title	Community Planner
Location	Delaware-Muncie Metropolitan Plan Commission Delaware County Building Room 206 100 W. Main Street Muncie, Indiana
Supervisor	Kylene Swackhamer : <i>Executive Director - DMMPC</i>
Qualifications	<ul style="list-style-type: none"> • Bachelor’s degree in Urban Planning, Landscape Architecture, Natural Resources, Sociology, or a related field. Advanced training in computer systems and software, including GIS software, Adobe Creative Suite, Microsoft Office Suite, desktop publishing, data digitization, spatial analysis, database design, master/regional planning, and urban design software. An equivalent combination of education, training, and experience will be considered. • Ability to meet all employer hiring requirements, including passing a drug screen and possessing a valid driver’s license with a demonstrated safe driving record. • Willingness to occasionally work extended hours, weekends, and/or evenings, and to travel out of town, sometimes overnight, for seminars, training, and/or conferences. • Proficiency in comparing, observing, compiling, classifying, and analyzing/evaluating data to make data-driven decisions.
Responsibilities	<ul style="list-style-type: none"> • Maintain the City and County’s Uniform Numbering System, sending updates to the Uniform Address System 911 and various departments and agencies via mail or email. • Verify and update addresses, including conducting field verifications for the City and County, and maintain street information in office plat books within the County’s GIS. • Create resolutions and executive orders for address or street name changes and notify parcel owners of modifications. • Update, correct, and provide the most accurate address-point GIS layer. Assist the GIS coordinator and Emergency Management with developing and maintaining the County’s GIS zoning layer. • Provide professional and accurate maps upon request. • Serve as liaison for the Metropolitan Plan Commission (MPC) Board, including reviewing applications, conducting research, preparing documents, and attending meetings. • Perform field inspections to gather data and verify projects in the City and County including site plan reviews. • Review and process rezonings, annexations, site plans, and plats.
Salary	\$44,500
Apply	Send of drop off applications to: Delaware County Human Resources Department 100 W. Main St., Room 208 *References will be required.
Application Deadline	Applications will be accepted until position is filled.