

FULL TIME JOB POSTING

Title	Planning Technician 8:30 a.m. – 4:00 p.m., M-F
Location	Delaware-Muncie Metropolitan Plan Commission Delaware County Building Room 206 100 W. Main Street Muncie, Indiana
Supervisor	Kylene Swackhamer : <i>Executive Director</i> - DMMPC
Qualifications	<ul style="list-style-type: none"> • High school diploma or HSE required, with at least 3 years of relevant experience. • Proficient in standard office procedures and basic computer skills, including word processing, spreadsheets, email, and department-specific applications like GIS and HMPS. • Skilled in comparing, observing, compiling, classifying, and analyzing data to make informed decisions. • Knowledgeable about county road systems. • Capable of compiling, collating, and classifying data based on analysis. • Ability to apply knowledge of people and locations, plan and layout work projects, and interpret detailed layouts, sketches, specifications, and maps. • Must meet hiring requirements, including working extended hours if necessary, holding a valid driver’s license with a clean driving record, and passing a drug test. screen. • Ability to plan/present public speaking presentations.
Responsibilities	<ul style="list-style-type: none"> • Assist with reviewing applications for variances, rezoning, and permits. • Provide address verifications and zoning classifications to the public, insurance companies, realtors, and surveyors. • Conduct site inspections, notify property owners, maintain records, and assist with complaint and code enforcement. • Serve on Boards and Committees, including scheduling meetings and creating agendas. Plan and deliver public speaking presentations. • Create and maintain maps using GIS, scan and copy historical maps, and manage the map archive. • Provide Sidwell and tax identification numbers to the public and various offices. • Assist with documents like the Unified Planning Work Program, Delaware-Muncie Transportation Improvement Plan, and Long-Range Transportation Plan. • Conduct traffic counts, analyze data, manage the traffic count database, and prepare traffic-related reports.
Salary	\$37,700
Apply	Send or drop off applications to: Delaware County Human Resources Department 100 W. Main St., Room 300 Muncie, IN 47305
Application Deadline	Applications will be accepted until position is filled