

Senior Planner
City of Portage, Indiana
Salary Range - \$65,000

The City of Portage is seeking a creative and highly motivated Senior Planner to assist in the planning and zoning functions of the department, with an emphasis on comprehensive, long-range planning and sub-area planning. Other duties include assisting with current planning, development review, updates to the zoning ordinance, collecting and analyzing data, preparing professional reports and presenting findings to elected and appointed officials, community outreach / public participation and customer service. Position reports to the Director of Planning and Community Development.

Benefits:

City of Portage Benefit Package and Personnel Manual will be discussed in detail during the Employee Orientation with the Payroll Clerk. Benefits include such items as: MOE health insurance, Public Employee Retirement Fund (PERF), and Life Insurance. The City also offers FLEX spending account and 401K opportunities with Valic or Nationwide.

Educational Requirements:

Bachelor's degree gained through a four-year college/university in urban planning, geography, community development or related area of study, and a minimum of 5 years of progressively responsible experience in local / regional government planning; or any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job. AICP Certification is desired but not required.

Skill Requirements:

Excellent written and verbal communication skills, organization, and critical thinking ability. MS Office proficiency is required. Experience leading or participating in long-range planning projects including the formulation and implementation of master plans and other comprehensive planning efforts is highly desired. Experience with design tools such as SketchUp or Adobe Creative Suite for urban design or urban planning and Geographic Information System (GIS) is a plus.

Additional Requirements:

Applicant must take a pre-employment drug screening.

Applications:

Applications are available at the reception desk at Portage City Hall or by contacting Sonya Lindgren at slindgren@portage-in.com.

Please submit cover letter, resume and application by Friday, February 28th (noon – local time) to:

A.J. Monroe, AICP
Director of Planning and Community Development
Portage City Hall
6070 Central Avenue
Portage, Indiana 46368

Resource URL:

www.ci.portage.in.us