

**TOWN OF CEDAR LAKE**  
7408 Constitution Avenue - PO BOX 707  
Cedar Lake, IN 46303  
(219) 374-7000 Fax (219) 374-8588



## **The Town of Cedar Lake is accepting applications for a Planning Director**

**Posted:** November 15, 2024

**Deadline:** Until Filled

**Job Function:** Planning Director

**Job Location:** Town Hall, 7408 Constitution Avenue, Cedar Lake, IN 46303

**Compensation:** This position has a maximum bi-weekly salary of \$3,432.69. The rate for this position will be commensurate with education and experience. A comprehensive benefit package that includes health insurance with medical, dental and vision coverage, life insurance, and participation in the Indiana Public Retirement System as well as paid time off and vacation. The Town of Cedar Lake has an employee assistance program through Franciscan Health.

### **Job Summary:**

The Planning Director is responsible for the daily operations of the Planning and Zoning Department, including administering the Zoning and Subdivision Control Ordinances. This position is responsible for providing direct support to developers, individuals, and town officials in guiding them through planning as well as directing petitions for subdivision plats, zone changes, and variances.

### **Desired Minimum Qualifications:**

Bachelor's Degree in Public Administration, Land Use Planning, Urban Planning, or closely related field; or equivalent combination of education and practical experience in municipal management with municipal management experience adding up to at least five (5) years of such experience. American Institute of Certified Planners (AICP) Certification preferred. GIS Professional Certification preferred.

### **Skills & Knowledge:**

- Knowledge of federal, state, and local laws, ordinances and codes pertaining to a variety of planning topics
- Knowledge of theory, principles, and techniques of the planning profession and development process
- Computer applications including Microsoft Office, NearMaps, GIS applications, database management and internet applications
- Proven management skills and ability to manage daily operations
- Effective leadership comfortable with all levels of staff, appointed and elected officials, public stakeholders, and others
- Strong written and oral communication skills, including editing, oversight, and preparation of technical reports, and the presentation of information
- Ability to read and interpret blueprints, maps, and aerial photographs
- Ability to understand and manage high-profile, sensitive, or controversial situations
- Strong problem-solving and negotiation skills
- Ability to exercise sound and independent judgement within general policy guidelines

Applicants will be required to take a pre-employment drug screening and pass a background check. Completed application and documents can be submitted in person to Town Hall, 7408 Constitution Avenue, Cedar Lake, IN 46303 or as a PDF attachment to [jobs@cedarlakein.org](mailto:jobs@cedarlakein.org). Applications are available at the Town Hall or the Town's website at [www.cedarlakein.org](http://www.cedarlakein.org).