

Job Title: Junior Planner  
Department: Plan Commission  
Pay Range: Based on experience and qualifications

**JOB SUMMARY:**

Assists the Plan Director in regulating and enforcing zoning ordinances; maintains the Plan Commission website, updates the Unified Development Ordinance as needed, and serves as secretary to the Plan Commission, including attending one evening meeting per month.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Reports directly to the Plan Director and performs related duties as assigned by the Plan Director.
- Serve as staff to the Plan Commission.
- If the Plan Director is unavailable, the Jr. Planner supervises additional staff and may gain added responsibilities with experience.
- Assists in the enforcement of state and local ordinances regarding zoning.
- Attends required public meetings—typically one per month—and serves as Secretary for the Plan Commission and, when necessary, the Board of Zoning Appeals.
- Offers customer support to developers, residents, and surveyors throughout the development and permitting process.
- Coordinated all public notifications and public hearing procedures for the petition.
- Oversees accounting, financial records, new address processing, staff calendar, website, and routine clerical tasks.
- Assist Plan Director and Zoning Enforcement with the coordination of all public notifications and public hearing procedures for petitions to the Board of Zoning Appeals, Plat Committee, and Plan Commission.
- The ability to conduct on-site inspections as needed.
- Manages tracking and monitoring of documentation, permits, requirements, and related items as directed by the Plan Director, while maintaining strict confidentiality.
- Maintains GIS for Plan Commission, BZA petitions, and Plat Committee.
- Assists Building Department, which shares the same office, as needed.
- Attending applicable education and training.

**WORK RELATIONSHIPS:**

- Works closely with and reports directly to the Plan Director.
- Works directly with department staff and other county departments in the planning process.
- Engages with boards, the public, and local professionals while upholding a professional and courteous demeanor.

**JOB REQUIREMENTS**

- Planning education or related experience is preferred, but candidates with backgrounds who can demonstrate professionalism and a strong ability to learn are equally encouraged to apply.
- Ability to apply department policies and procedures, federal and state laws, Indiana Code, and local ordinances under the guidance of the Plan Director.
- Requires excellent written and verbal communication skills, strong attention to detail, and the ability to actively listen, clearly document information, and ensure thorough understanding
- Ability to read and interpret blueprints, site plans, property descriptions, aerial maps, and related materials, or the capacity and willingness to learn these skills.
- Ability to work collaboratively and independently with minimum supervision.
- Effective time-management skills, with the ability to prioritize and balance multiple tasks while organizing assigned projects, even when responsibilities shift or compete.
- Ability to work with software such as products from Microsoft Office, including Access, Excel, Word, InDesign, and ArcGIS.
- Possession of a valid Indiana Driver’s license and a demonstrated safe driving record.

Applications and resumes may be submitted to Jackie Knafel, 109 N York St, Albion, IN 46701 or in person to Teresa Tackett, Noble County Plan Commission office, 109 N York St, Albion, IN. or email [jackie.knafel@nobleco.gov](mailto:jackie.knafel@nobleco.gov)