City of Bloomington, IN Jobs — Planning Department Office Assistant — Bloomington, IN, USA

Hiring organization
City of Bloomington, IN

Employment Type

Industry
Local Government

Job Location
Bloomington, IN, United States

Date posted
November 19, 2026

Valid through
2026-11-28

Description

The day-to-day duties of a Planning Department Office Assistant are closely linked to city planning records and permit coordination, a relevant focus for City of Bloomington Jobs in Bloomington, IN, USA. This kind of role combines filing planning submissions with maintaining public hearing calendars and organizing land-use reference documents. Useful strengths include planning records, calendar coordination, and document filing, especially when accuracy and timely updates matter.

Responsibilities

- Filing planning submissions.
- Maintaining public hearing calendars.
- Organizing land-use reference documents.

Qualifications

- Working familiarity with planning records and calendar coordination.
- Comfortable with filing planning submissions and checking details before handover.
- Works carefully with sensitive information and follows established procedures.

Experience

Experience organizing information connected to city planning records and permit coordination is particularly transferable.

Skills

planning records, calendar coordination, document filing, Planning Department Office Assistant

Career Information

Explore City of Bloomington, IN career and organization information to find current openings and application instructions.