



Job Description

Department: Community Development

Exempt: Exempt

Job Title: Planner

Reports to: Community Development Director

Date Job Description last revised 01/22/2021 **By (Title)** Director

GENERAL DESCRIPTION OF DUTIES:

The Planner is responsible for evaluating development proposals and for implementing the Land Use Code. The purpose of this job is to perform a mix of current and long-term planning work. Duties and responsibilities include: reviewing and evaluating development proposals and building permit submittals; performing a wide variety of professional and technical work in collecting, analyzing and presenting information relative to City planning and community development functions and activities; preparing staff reports for various committees and boards; assisting with the development of guidelines, policies, ordinances and procedures pertaining to land use planning; providing information regarding land use matters to the public; acting as a liaison to consultants, developers and staff of other agencies; investigating a wide range of issues/activities for code compliance; assisting in code compliance actions; assisting with maintaining and updating the City's Comprehensive Plan and other plans relating to the orderly development/growth of the City.

EXAMPLES OF DUTIES:

The following duty statements are not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this job. It is intended to be a reflection of the principle job elements essential for making compensation decisions. The City reserves the right to modify or change duties or essential functions of this job at any time.

Reviews building permit applications and ensures zoning compliance and review by required agencies prior to City approval of permit and forwarding to the Chaffee County Building Department. Coordinates issuance of Certificate of Occupancy where City approval is required.

Conducts reviews and negotiations for development applications and subdivisions appropriate to the City's goals and Code requirements. Assesses the compliance of proposals with applicable plans, regulations, ordinances and policies; apprising the applicants of results. Ensures applications are complete. Collects fees.

Attends, prepares and presents staff reports to the Planning Commission, Historic Preservation Commission, Board of Adjustment and Board of Appeals.

Assists in reviewing and revising ordinances of Land Use Code sections. When necessary, coordinates public participation efforts for input on code ordinances, including focus group meetings, public open houses, and media outreach.

Responds to inquiries from developers, the public, elected and appointed officials, internal staff and external agencies on a broad range of planning and development issues by providing courteous, timely and accurate information.

Assists in implementation and coordination of enforcement of the Land Use Code including field inspections. Contacts violators, and if necessary, coordinates with the Police or other departments to correct violations.

Serves on the Chaffee County Heritage Area Board representing the City and as ex-officio member of other relevant committees.

Coordinates assigned activities with the other City departments, Chaffee County Building Department and other outside agencies.

Assists in updating and maintaining maps, plats, codes, and ordinances related to community development.

Assists with research, preparation, and contractual monitoring of departmental grants.

Assigns secretarial and clerical tasks to support staff and assures that work is carried out properly. Supervises the preparation of agenda and minutes for Planning Commission, Historic Preservation Commission, Board of Adjustment and Board of Appeals.

Participates in evaluation and revision of the Comprehensive Plan, Three Mile Plan and other planning related documents as necessary.

Assists in recommending changes to land use code, departmental policies and procedures based upon identified problem areas and special land use issues.

Works closely with Community Development Director on the coordination and implementation of special projects.

Prepares staff reports, enforcement notifications, zoning certifications, and general correspondence.

Responsibilities include scheduling of meetings, preparation of informational packets, distribution of agendas, preparation of minutes and other information as necessary.

Attends various meetings as necessary.

Coordinates and assists with updating GIS maps.

Assists in conducting training sessions for board and commission members.

Performs other duties as may be assigned from time to time by the Community Development Director.

ORGANIZATIONAL RELATIONSHIPS:

Reports to the Community Development Director.

EDUCATION AND EXPERIENCE:

A Bachelor's degree in Planning, Geography, Urban Studies, Public Administration or related field. Master's degree in Planning or a related field is preferred.

Two (2) years of experience in Planning or a planning related field, or any combination of education and experience that provides the required knowledge, skills and abilities.

KNOWLEDGE, SKILLS, AND ABILITIES:

Principles and practices of urban/rural and regional planning, historic preservation and environmental review

Knowledge of municipal planning; Federal, state and local laws and other laws pertaining land use planning and development.

Customer service skills including the ability to provide excellent customer service and resolve/diffuse customer issues and complaints.

Demonstrate well-developed oral and written communication skills.

Ability to operate a personal computer and printer including word processing and spreadsheet software.

Ability to learn codes, ordinances, and planning regulations and processes.

Knowledge of AutoCAD, GIS, and similar applications, or demonstrated aptitude for learning such software.

Position requires initiative, supervisory skills and independent judgment. Individual must be highly organized, detail-oriented, team player with superior time management skills.

Excellent verbal and written communication skills with the ability to edit and write a range of materials for a variety of audiences and make clear public presentations on a variety of planning related topics.

Flexible with the ability to work in a dynamic environment.

ENVIRONMENTAL AND PHYSICAL CONDITIONS:

The majority of this position's duties are performed in an office environment. Visual and physical ability to work on computers for substantial amounts of time, constant sitting in office chair, standing at customer counter for more than 15 minutes, frequent walking, writing, bending, and reaching; occasional lifting of items weighing 30 pounds and reaching and lifting above the shoulders. Field visits to inspect sites will occur on a regular basis. The job does require walking in the outdoors and on construction sites.