



## Job Description

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**Department:** Community Development

**Exempt:** Exempt

**Job Title:** Senior Planner

**Reports to:** Community Development Director

Date Job Description last revised 02/27/2024

### **OVERALL JOB DESCRIPTION:**

Senior Planner performs a wide variety of professional, administrative, and technical duties related to current land use planning, zoning, and development activities, as well as long-range planning and historic preservation activities. The position plays a lead role in managing the current land use planning and permit review functions of the department. Additionally, this position performs other work assignments involving occasional data collection and analysis, documentation, record-keeping, code amendments, and mapping. The Senior Planner position is distinguished from that of the Associate Planner position by the greater complexity of assignments received, the wider variety of projects taken on, the greater independence with which the position is expected to operate, and some supervisory responsibilities.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The following duty statements are not intended to be an exhaustive list of all duties, 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.

#### **Land Use and Development Review**

- 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, City Council, Historic Preservation Commission, Board of Adjustment and Board of Appeals.
- Prepares development agreements and works with developer and other City staff to ensure their ultimate completion, recording, and compliance.
- Prepares zoning certifications and general correspondence, as necessary.
- Distributes application and procedural responsibilities to other Community Development & Planning staff, with Director input.

#### **Building Permit Review**

- Reviews building permit applications and ensures zoning compliance and review by relevant agencies prior to City permit approval and forwarding to the Chaffee County Building Dept. Coordinates issuance of Certificate of Occupancy where City approval is required.
- Oversees distribution of application and procedural responsibilities to other Community Development & Planning staff.

### **Code Enforcement**

- Assists in implementation and coordination of enforcement of the Land Use Code including occasional field inspections, as necessary. Contacts violators, and if necessary, coordinates with Police or other departments to correct violations. (May assign such duties to other Community Development staff as appropriate).

### **Policy Development**

- Assists Director 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.
- Assists Director in recommending changes to departmental policies and procedures, and other guidelines based upon identified problem areas and special land use issues.
- When necessary, may also conduct research, data collection, and reporting in regards to relevant policies/code.

### **Long-Range Planning**

- Assists Director with overall implementation of Comprehensive Plan and other plans relating to the orderly development/growth of the City.
- Assists and/or coordinates master planning and specific area planning, as needed.
- May generate occasional reports related to Comp Plan implementation and other long-range planning needs.
- Participates in evaluation and revision of the Comprehensive Plan, Three Mile Plan and other planning related documents as necessary.

### **Planning Commission and Board of Adjustments**

- Manages regular communications and preparation of agendas and packets for Commission and Board. Ensures that relevant documents are available and presented during meetings.
- Coordinates recording and dissemination of meeting minutes with other Community Development staff.
- Oversees training sessions for board and commission members.

### **Historic Preservation Commission**

- Manages regular communications and preparation of agendas and packets for Commission.
- Coordinates recording and dissemination of meeting minutes.
- Oversees training sessions for board and commission members.

### **Regional Collaboration**

- Provides staff representation and assistance for regional collaboration efforts, inc. Regional Planning Commission.
- Assists Director with implementation and any proceedings related to updating the memorandum of understanding for regional planning with Chaffee County.

### **Community Education**

- 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.

### **Inter-department Coordination**

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

### **Grants**

- Coordinates and/or assists with research, preparation, and contractual monitoring of departmental grants, inc. those related to historic preservation, housing, public ROW improvements, etc.

### **Organization and Process**

- Manages and/or assists Director and other Community Development staff in updating and maintaining maps, plats, codes, and ordinances related to Department responsibilities.

### **Other**

- May assign secretarial/clerical tasks to support staff and assure work is carried out properly.
- Works closely with Community Development Director and other staff on the coordination and implementation of special projects.
- Attends various meetings as necessary.
- Performs other duties as may be assigned from time to time by 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.

Five (5) 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.

An equivalent combination of education, training, and experience, which provides the required knowledge and capacities, may be substituted as required qualifications.

### **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 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 may occur on a regular basis. The job does require walking in the outdoors and on construction sites. The position also requires participation in occasional evening meetings.

**PAY/SALARY RANGE:**

\$72,843 to \$109,266 Annually. Hiring range up to \$91,054 Annually.

**GENERAL DESCRIPTION OF BENEFITS:**

The City offers a full benefits package for this position including medical/dental/vision insurance plans, 401(a) and 457 retirement plan options with employer match, Personal Time Off accrual, life insurance, short-term and long-term disability benefits, and a swim benefit at the Salida Hot Springs Aquatic Center.