



Job Description

Department: Community Development

Exempt: Exempt

Job Title: Assistant Planner

Reports to: Community Development Director

Date Job Description last revised: 03/4/24

GENERAL DESCRIPTION OF DUTIES:

The Assistant Planner is primarily responsible for implementing the Land Use Code through review of land use and building permit applications. Although the position is focused primarily on current planning tasks, it also involves occasional long-range planning project work. Specific duties and responsibilities include, but are not limited to: reviewing and evaluating development proposals of low-to-moderate complexity; reviewing building permit, sign permit, and vendor permit submittals; providing information regarding land use matters to the public; preparing staff reports for various committees and boards; performing occasional professional and technical work in collecting, analyzing and presenting information relative to City planning and community development functions and activities; occasionally 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; occasionally assisting with the development of guidelines, policies, ordinances and procedures pertaining to land use planning; and occasionally assisting with maintaining and updating the City's Comprehensive Plan and other plans relating to the orderly development/growth of the City.

ORGANIZATIONAL RELATIONSHIPS:

Reports to the Senior Planner.

ESSENTIAL 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, Board of Appeals, and occasionally City Council.
- Assists in reviewing and revising ordinances of Land Use Code sections. When necessary, assists with coordination of 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 Department or other departments to correct violations.
- May serve on the Chaffee County Heritage Area Board representing the City and as ex-officio member of other relevant committees.
- Assists with coordination of assigned activities with 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.
- May occasionally assign secretarial and clerical tasks to support staff and assures that work is carried out properly. Assists with 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 other Community Development Department staff on the coordination and implementation of special projects.
- Prepares staff reports, enforcement notifications, zoning certifications, and general correspondence, as necessary.

- 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.
- 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 Senior Planner and other management staff.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Principles and practices of urban/rural and regional planning, historic preservation and environmental preferred.
- Knowledge of municipal planning; Federal, state and local laws and other laws pertaining land use planning and development preferred.
- 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 preferred, or demonstrated aptitude for learning such software.
- Position requires initiative and frequent independent judgment. Individual must be highly organized, detail-oriented, team player with excellent 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.

EDUCATION AND EXPERIENCE:

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

Minimum of at least one (1) year of experience in Planning or a planning related field, or any combination of education and experience that provides the required knowledge, skills and abilities.

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, frequent 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.

PAY/SALARY RANGE:

\$55,868 to \$83,803, Annually. Hiring range up to \$69,846 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.