

**TITLE:** Planning Director

**ACCOUNTABLE TO:** City Manager

**PRIMARY OBJECTIVE OF POSITION:** Under Administrative direction, plans, implements and directs a comprehensive program of activities that will ensure sound development and service to the public consistent with City policy and with Federal and State regulations. Performs long-range planning while also providing support for current planning activities. Work varies and requires individual judgment and difficult decision making. Work is performed under general supervision.

**ESSENTIAL JOB FUNCTIONS:** (May not include all duties performed)

- Spearheads long-range planning efforts by updating adopted comprehensive planning documents, as well as tracking implementation of their recommended objectives.
- Works to create new planning projects to respond to development trends and other community development priorities.
- Administer and enforce the City's floodplain ordinances and permitting process.
- Prepares staff reports on planning and zoning projects and makes presentations to Advisory Boards, City Commission, Local/State/Federal agencies, special interest groups, civic groups and the general public.
- Provides zoning information to the public and interested parties, assists in reviewing development proposals requiring permits and/or public hearing approvals.
- Provides staff support to the Historic Resources Commission.
- Assists in the completion of planning requirements for the Community Development Block Grant program.
- Develops land use, subdivision, transportation, zoning redevelopment and comprehensive plans for the City.
- Prepares, reviews and analyzes data and formulates recommendations on planning problems or programs to the City.
- Prepares grant funding applications and administers those grants that have been successfully awarded.
- Assists in the development and enforcement of planning and zoning ordinances.
- Works with various community organizations in a supportive, positive and cooperative manner to accomplish Community-minded goals and activities.
- Develops department's budget, makes recommendations and administers the department's budget.
- Performs other duties as assigned.

**SUPERVISION – RESPONSIBILITY FOR WORK OF OTHERS:** Generally, none

**REQUIREMENT OF WORK:**

- Because projects are long-range in nature, must be able to work independently and make progress on initiatives with longer-term deadlines while staying abreast of more immediate responsibilities.
- Applicant must have excellent verbal skills in order to clearly communicate about a wide variety of community development concepts in meetings with the public, stakeholders and in more formal settings with boards and commissions.
- Must also possess polished writing skills in the creation of memos and staff reports.
- It is important that zoning information be conveyed accurately and in a timely fashion. Attention to detail is very important.
- Employee must perform light physical work and needs to lift and carry up to 25 pounds; must have the ability to stand, walk, sit, bend, twist, reach kneel, ride and perform similar body movements; possess hand/eye coordination sufficient to operate a personal computer, office equipment and a motor vehicle; must have the ability to talk and hear in person or by telephone; and have the ability to see and read instructions and reports.

**EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:** Any combination of training and experience equivalent to graduation from a four-year college or university with a major in planning, architecture, public policy, geography or a related field and at least three years of planning or related experience. Knowledge of GIS application and computer skills are essential. Must possess a valid Montana Operator's license.

**WORK ROUTINE:** The Planning Director will work between 30-40 hour weekly, Monday through Friday, working between the hours of 8:00 a.m. and 5:00 p.m. they will be required to occasionally attend after-hours meetings. Hours worked over 40 a week will be compensated for per City Policy. The wage for this position will be \$45,000 to \$50,000 DOE.