

Additional information and the application are available on the City's website www.cityoflewistown.com or job service. Completed applications must be submitted to City of Lewistown, Attention: Human Resources by May 23, 2022.

JOB POSTING

TITLE: Planning Director

ACCOUNTABLE TO: City Manager

WAGES AND BENEFITS: The wage for this position will be \$45,000 to \$50,000 per year depending on experience. This position is full time and the work is done between the hours of 7:00 a.m. and 5:00 p.m. City of Lewistown provides health insurance, paid time off and other benefits. Retirement is required. There is a one-year probationary period.

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)

- Administer and enforce the City's floodplain ordinances and permitting process.
- Prepares staff reports on planning and zoning projects.
- Provides zoning information to the public and other interested parties.
- Provides staff support to the Historic Resources Commission.
- Develops land use, subdivision, transportation, zoning redevelopment and comprehensive plans for the City.
- Prepares grant funding applications and administers those grants that have been successfully awarded.
- Works with various community organizations in a supportive, positive and cooperative manner to accomplish Community-minded goals and activities.

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.