



## TOWN OF RIDGWAY EMPLOYMENT OPPORTUNITY

### FULL-TIME PRINCIPAL PLANNER

#### SCOPE OF SERVICES, REQUIREMENTS, QUALIFICATIONS AND PREFERENCES

The Town of Ridgway is searching for candidates interested in a full-time, exempt position as **Principal Planner**. This position is under the general direction and supervision of the Ridgway Town Manager and will consist of working 40 hours per week with occasional evening meetings that occur outside of traditional work hours.

The successful candidate is expected to be self-motivated, dedicated, driven, experienced and knowledgeable in all topics related to land use planning for a local government. The candidate shall have the ability to perform independently at a high level and work exceptionally well in a team and community-focused environment.

The Principal Planner performs and coordinates all land use planning related duties for the Town including current planning, long range planning, and development review. This includes a variety of professional, administrative and technical duties as described in more detail below. The Principal Planner coordinates often with the Public Works Supervisor, Building Official and contracted Town Engineer and Town Attorney.

The Town of Ridgway has development and building happening at rates last seen in the mid-2000s, making it a critical juncture in growth and land use development. The Principal Planner is a critical part of the Town Hall team and will be an integral part of the Town's success.

This is an abbreviated summary of the position. Please refer to the full job description for a comprehensive description of essential functions, minimum and special qualifications, and work environment. As with all small towns, the Principal Planner will have an opportunity to be involved in many different Town projects and efforts but will most often perform a variety of duties and responsibilities including:

1. Development Review – Performs complex planning and development review of all subdivisions, right-of-way and easement vacations, annexations, and all other development review to ensure compliance with all Town requirements; tracks detailed development agreements between the Town and developer/owner.
2. Land Use Review – Accepts and processes public hearing applications for planning and zoning matters; assembles public hearing packets; prepares written reports for the Planning Commission and/or Town Council in response to applications; attends and presents at Planning Commission and Town Council meetings serving as the staff liaison for all matters related to land use, zoning, building and development.
3. Permit Review – Accepts, processes and tracks building permit applications and records. Examines building plans to ensure compliance with Town code regulations. Reviews and



processes encroachment permits, sign permits, short-term rental licenses, CDOT Access permits and other permits related to land use, zoning, building and development and coordinates review of such permits with other staff as necessary.

4. Planning Commission and Board of Appeals – Prepares meeting agendas; coordinates public notice requirements; attends all meetings which are typically after regular working hours; serves as the staff liaison to all members; organizes trainings, reference materials, onboardings and workshops.
5. Long-Range Planning – Assesses and manages long-range plans and special planning studies, including Town-wide master planning efforts and specific area master planning; coordinates with the public throughout the planning process.
6. Policy Development – Performs advanced professional level duties in the development and modification of Town regulations; conducts research of applicable statutes/regulations and other planning examples; develops text amendments and related ordinances; reviews and updates ordinances affecting planning, zoning, signing, traffic, building, infrastructure, and related departmental areas; recommends policy and guideline changes.

The minimum education and experience qualifications for the position are as follows:

- A Bachelor's degree in urban planning, public administration or a closely related field; Master's degree preferred; AND
- Six (6) years of responsible experience performing above or related duties; OR
- An equivalent combination of education, training and experience, which provides the required knowledge, skills and abilities, may be substituted.

Knowledge, skills and abilities include:

- Legal system and procedures affecting planning, zoning and related operations of the town.
- Principles and practices related to local government planning and zoning, economics, sociology and community organization as applied to urban planning.
- Planning and zoning and subdivision law, theory and application.
- The relationship between factors affecting urban planning policy, such as economic, political, sociological, legal, etc.
- Local government structure and operations, including the budgetary procedures and fiscal management.
- Research methodology, statistical analysis and evaluation of research data.
- Land use, zoning, federal, state, and local laws.
- Interpersonal communication skills.
- Principles of supervision, work flow management and leadership.
- The art of diplomacy and cooperative problem solving.
- Interpret, apply and explain pertinent federal, state and local laws, grant programs, codes and regulations.



- Identify and suggest needed changes to Town codes, standards and procedures.
- Enforce regulations with fairness, tact, and impartiality.
- Communicate effectively verbally and in writing.
- Present technical data in verbal, written, graph and map form.
- Prepare and present technical reports.
- Operate personal computer and various applications, including at a minimum: Microsoft Word, Excel, Outlook and PowerPoint, GIS and Adobe Acrobat.
- Performs advanced mathematical calculations.
- Develop and maintain effective working relationships with elected officials, federal agencies, state agencies, local governments, co-workers, colleagues, subordinates, and the public.
- Keep current with changing regulations and good practices.
- Ability to communicate clearly and effectively with Town employees, the general public, contractors, designers/architects, engineers, developers, and other industry professionals.
- Ability to problem-solve and to function in a collective, team environment with other Town employees.
- Ability to represent the Town in a professional manner at all times.

This is a full-time, exempt position, with health, dental, vision, life and retirement benefits. A starting salary of \$57,000 to \$65,000 is offered, depending on qualifications and experience. The job application and job description for the position are available on the Town of Ridgway's website at <https://townofridgway.colorado.gov/>.

Please submit a completed application, letter of interest and resume to the Ridgway Town Clerk's Office at P.O. Box 10, Ridgway, CO 81432 or email the materials to [kchristian@town.ridgway.co.us](mailto:kchristian@town.ridgway.co.us).

The position will remain open until filled.

The Town of Ridgway is an equal opportunity employer.

Thank you for your interest in joining our team and working with our community!