



Job Description

Title:	Principal Planner	Code:	
Division:	Community Development	Effective Date:	01/2021
Department:	Administration	Last Revised:	11/2020

GENERAL PURPOSE

Performs a variety of **professional, administrative and technical duties** related to organizing, coordinating, overseeing and implementing work plans and programs for monitoring community compliance with established planning, zoning and development ordinances. Manages planning and zoning functions including the development and implementation of comprehensive current and long-range master planning.

SUPERVISION RECEIVED

Works under the direct supervision and guidance of the Town Manager.

SUPERVISION EXERCISED

Exercises direct supervision of part-time Assistant Planner and provides lead direction to lower level professional and technical staff as directed. May provide close to general supervision to fulltime, part-time or volunteer clerical support staff on a project-by-project basis.

ESSENTIAL FUNCTIONS

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; prepares a variety of reports related to project progress; facilitates and/or participates in a variety of meetings and workshops with the Planning Commission and/or Town Council.

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; prepares a variety of reports related to project progress; presents findings to the Planning Commission and/or Town Council.

Personnel Management and Scheduling: Evaluates employee performance including the maintenance of credentials and certification; advances decisions affecting employee selection, retention, advancement, discipline and termination; writes and/or reviews letters of recommendation or reprimand; manages grievances and disciplinary matters related to work assignments, interpersonal relationships and general behavior.

Regional Collaboration: Serves as staff representative on a variety of boards, commissions and committees involved in the development, adoption, and implementation of Town plans and policies; participates in regional and statewide planning efforts; prepares and present staff reports and other necessary correspondence and provides recommendations to the Planning Commission, Town Council or other Town committees.

Community Education: Provides regular and detailed assistance to Town staff, the public, consultants, developers, and builders regarding Town plans, current planning projects, zoning matters, subdivision and development requirements, other Town regulations, and state and federal regulations; conducts pre-application meetings with engineers, developers, architects, general public and Town staff regarding the development process and requirements.



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; coordinates review directly with the Town Attorney, Town Engineer and Public Works department as necessary; tracks detailed development agreements between the Town and developer/owner; prepares written reports and public hearing packets for all development proposals; provides recommendations on all development proposals to the Planning Commission and/or Town Council; assists developers to ensure all requirements are compiled within established time frames; coordinates and inspects development sites to ensure compliance.

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.

Permit Review: Accepts, processes and tracks building permit applications and records. Examines building plans to ensure compliance with Town code regulations. Notes instances of noncompliance and suggests modifications to bring plans into compliance. 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.

Intradepartmental Coordination: Participates in the development of strategies to enhance the quality of life for Town residents; engages in various operational responsibilities in cooperation with Town department heads to achieve goals and objectives; assists in coordination of projects with other departments or agencies.

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.

Bidding and Grants: Drafts requests for proposals and oversees selection of outside consultants to assist in Town planning processes; coordinates agreements and compliance with such agreements for outside consultants; assists in grant writing as directed by the Town Manager.

Organization and Process: Evaluates and modifies departmental organization and flow; update and manage GIS mapping system in coordination with other departments; assists in record keeping for large developments and building permits.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

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



2. Knowledge, Skills and Abilities:

Considerable knowledge of: 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.

Working knowledge of: principles of supervision and work flow management and leadership.

Skill in: the art of diplomacy and cooperative problem solving.

Ability to: 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; perform 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; communicate clearly and effectively with Town employees, the general public, contractors, designers/architects, engineers, developers, and other industry professionals; problem-solve and function in a collective, team environment with other Town employees; represent the Town in a professional manner at all times; manage and prioritize a constantly changing work load; focus on details and think strategically.

3. Special Qualifications:

Must possess a valid Colorado Driver's License.
May be required to become AICP certified.

4. Work Environment:

Worker performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, involving moderate muscular strain, such as walking, standing, stooping, sitting and reaching. Continuous talking, hearing and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Considerable exposure to stress associated with high level of personal accountability, high impact decision-making and conflict management. Periodic travel required in normal course of job performance.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves



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the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description.
Employee Name

Employee Signature: _____

Date _____