



Job Description

Title:	Town Planner	Code:	
Division:	Community Development	Effective Date:	01/2019
Department:	Administration	Last Revised:	01/2016

GENERAL PURPOSE

Performs a variety of **professional 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.

SUPERVISION RECEIVED

Works under the general supervision of the Town Manager.

SUPERVISION EXERCISED

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: Acts as project manager for long-range 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, transportation development 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.

Regional Collaboration: Serve as staff 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.

Community Education: Provides assistance to Town staff, the public, and consultants/developers regarding town plans, zoning matters, development requirements, other Town ordinances, 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 major and minor subdivisions, right-of-way and easement vacations, annexations, and other development review to ensure compliance with all requirements; provides recommendations on development proposals; assists developers to ensure



all requirements are compiled within established time frames; inspects development sites to ensure compliance.

Land Use Review: Accepts and processes planning and zoning applications; prepares written reports for the planning commission and town council in response to public requests for zoning applications.

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.

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.

Bidding and Grants: Drafts requests for proposals and oversees selection of outside consultants to assist in Town planning processes. 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.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Graduation from college with a bachelor's degree in urban planning, public administration or a closely related field;
 - AND
 - B. Five (5) years of responsible experience performing above or related duties;
 - OR
 - C. An equivalent combination of education and experience.

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 /or AutoCad; 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.

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 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.

Date _____

(Employee)