



**Town of Mt. Crested Butte
Job Description
Community Development Department**

Position Title: PLANNER II

Reports to: Community Development Director

Direct reports to this position: None

FLSA Status: Exempt

Grade: 17 -19

Salary Range: \$62,015 - \$84,754, Depending on Qualifications

Hours: Variable

Employment Type: Salaried

SUMMARY

The position of Planner II requires professional planning work in planning tasks associated with various aspects of the Town's Community Development Department, such as processing advanced land use applications, maintaining and creating maps and other planning related graphical information, informing the public of planning regulations and procedures, conducting research and analysis for a variety of planning activities, and drafting town code amendments and regulations. This position must work well independently and with teams while providing excellent, respectful customer service.

The successful candidate requires a high degree of professionalism, problem solving skills, the ability to build relationships and partnerships, and the frequent use of independent judgment. The successful candidate will be expected to develop partnerships with outside agencies and business/property owners and engage with the community.

A qualified candidate for this role is a strong teammate who is organized and well-versed in development planning and partnerships. The Town staff is small and nimble, wearing multiple hats and working closely together on special projects. The ability to work effectively with a team and across departments is essential.

BENEFITS

1. The Town offers an amazing benefits package, including paid health, vision and dental insurance for you and your dependents, paid life insurance and paid long term disability for you, 13 paid holidays a year, sick time, vacation time, retirement and more. Our benefits summary can be accessed [here](#).

TYPICAL FUNCTIONS

1. Provides customer service regarding general information related to zoning and development review processing to the public via telephone, front counter and/or e-mail communications.
2. Acts as a project manager on advanced land use cases, which includes consultation with the applicant, posting, publishing, coordination with other departments and service providers.
3. Reviews and analyzes applications with respect to the Town's regulations, requirements of service providers, and good planning practices.
4. Writes staff reports, resolutions and ordinances for land use cases which typically include: background research, a thorough analysis, and staff recommendations.



5. Advises residents, applicants, other department staff and Town Council and Planning Commission members on zoning and planning regulations, and policies and procedures.
6. Prepares and updates graphics and maps.
7. Reviews, interprets, and analyzes permits and other administrative applications for compliance with zoning requirements.
8. Reviews sites for verification of development completion according to approved plans.
9. Conducts background research and assists in the preparation of reports for short-term, long-term, and special projects as assigned.
10. Attends meetings and makes presentations to appropriate boards or commissions including the Board of Adjustment, Planning Commission and Town Council.
11. Negotiates and recommends agreements with applicants in matters related to annexations and development proposals.
12. Drafts and processes amendments to the Town's Land Use & Development Code and Zoning Map.
13. May assist with tasks related to Historic Preservation.
14. Performs other duties and responsibilities as assigned.

QUALIFICATIONS

1. Bachelor's degree in economic development, urban planning, marketing, business administration, public administration, real estate finance, or related field and three (3) years related experience
2. An equivalent combination of formal education and related work experience, which produces the knowledge, skill and ability required to perform the essential duties and responsibilities of this position.
3. Proficient in Microsoft Office Suite.
4. Preferred applicants will have experience in rural resort communities.
5. Preferred applicants will have experience with Geographical Information Systems (GIS) platforms, including but not limited to ArcGis or ArcGis Pro.
6. AICP certification preferred, or ability to obtain certification within one year of start date.

KNOWLEDGE & SKILLS

1. Land use issues and modern planning practices (theoretical and practical).
2. Experience and understanding of operational characteristics, services, and activities involved in land use planning, preferably at the municipal or county level.
3. Colorado Statutes relative to planning as well as other state and federal land use laws, typical development regulations governing zoning, subdivisions, flood-plain management, and infrastructure development.
4. Legal terminology and case law related to planning.
5. Code development and zoning map amendments.
6. Research methods and analysis related to urban growth, development, and planning.
7. Microsoft Office Products (Word, Excel, PowerPoint) and Google Workspace (G Suite).
8. A working knowledge of Geographical Information Systems (GIS) and/or other planning related applications is desirable.
9. Provide strong customer service.
10. Write and speak in a clear and effective manner.
11. Make formal and informal presentations in front of the public, and/or boards and commissions.



12. Ability to communicate effectively orally and in writing with architects, contractors, developers, owners, supervisors, employees, community stakeholders, and the public.
13. Be a decisive and strong communicator with the ability to deal effectively with staff and citizens.
14. Learn laws, codes, and ordinances related to the fields of planning and zoning.
15. Analyze and compile technical and statistical information.
16. Analyze deficiencies in codes and maps, and to prepare amendments thereto.
17. General understanding of building permitting processes and construction practices.
18. Establish and maintain effective working relationships with those contacted in the course of work.
19. Manage multiple projects simultaneously.
20. Work autonomously and with a team when necessary.
21. Adapt and respond to changing conditions and demands.

SPECIAL REQUIREMENTS

Valid Colorado Driver's License or ability to obtain one.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to talk or hear; sit; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stand or walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

COGNITIVE DEMANDS

English Language Comprehension

Requires the ability to listen to, read, understand, and communicate the English language so that others are able to understand. This must be done both orally and in writing, at the level appropriate for the position held.



Information Ordering

Requires the ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules.

Memory

Requires the ability to remember directions and processes for all essential duties; requires remembering facts; requires remembering the gist of past conversations, situations, and events.

Attention

Requires focus for long periods of time; concentration on details and thoroughness in completing work tasks; filtering out distractions, ignoring irrelevant information.

Deductive Reasoning

Requires the ability to apply general rules to specific situations to produce results that make sense.

Problem Solving

Requires the ability to tell when something is wrong or is likely to go wrong. Requires the ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Requires the ability to reflect on strategy, plan, adopt an approach, and change direction if not working.

Mathematical Reasoning

Requires the ability to choose the right mathematical methods or formulas to solve a problem.

Active Learning

Requires understanding the implications of new information for both current and future problem-solving and decision-making. Requires selecting and using training/instruction appropriate for the situation.



Time Management

Requires employee to manage his/her own time and the time of others effectively so that tasks get done in an efficient manner and deadlines are met.

Cooperation

Requires being dependable, willing to take on responsibilities and challenges, exerting maximum effort toward completing essential duties, persistent in problem solving, adaptable to change (positive or negative), honesty, and being pleasant to others.

Social Perceptiveness

Requires being aware of others' reactions and understanding why they react as they do.

Monitoring

Requires assessing the performance of yourself, other individuals, and/or the organization to make improvements or take corrective action.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally works in outside weather conditions. The employee is occasionally exposed to cold, wet and/or humid conditions, or airborne particles.

The noise level in the work environment is usually moderately quiet in the office, and moderately quiet in the field.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.



The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGEMENT OF RECEIPT

PLEASE SIGN AND RETURN TO THE HUMAN RESOURCES DEPARTMENT

I _____ acknowledge that I have received a copy of the current job description for the position of Community Development Director with the Town of Mt. Crested Butte. I understand the job description does not constitute an employment agreement between the Town of Mt. Crested Butte and myself and is subject to change by the Management of the Town of Mt. Crested Butte in its sole discretion.

Signature

Date