



LAKE COUNTY PLANNING DEPARTMENT

106 FOURTH AVENUE EAST

POLSON, MT 59860-2175

PH: 406-883-7235 FAX: 406-883-7205

E-MAIL: planning@lakemt.gov

The Lake County Planning Department is accepting applications for:

Planner

QUALIFICATIONS: Must possess a Bachelor's degree in Planning, Environmental Studies, Geography, or related field; or two years of professional experience in a similar position; or a combination of education and experience. Must possess excellent customer service skills and oral and written communication skills; the ability to understand the legal requirements of proposed projects and environmental issues and exercise independent judgment; and be skilled at presenting information and working collaboratively with individuals and groups. Experience with floodplain administration in the State of Montana is desired.

DUTIES: Prepare staff reports and other written documents; review permit applications and plans to ensure compliance with governmental regulations; give presentations; gather relevant information and solve problems; visit property sites and evaluate compliance; assist in the development of current and long-range planning documents; gather and analyze data; conduct research; provide information to the public and answer questions; coordinate with other departments; assure compliance with land use regulations.

HOURS/DAYS: 8 a.m. to 5 p.m./M-F.

WAGE: \$17.00 - \$19.00/hour DOE

BENEFITS: Benefits available.

This position is a union covered position

Applications are available online at www.lakemt.gov, Lake County Job Service or the Lake County Human Resources office. To apply please submit the following to **Lake County Job Service** or to **Lake County Human Resources**. This position is open until filled.

1) Lake County application 2) A resume 3) Three references 4) A cover letter 5) A writing sample

****Please note that incomplete application packages will be **NOT** be considered****

Lake County is an Equal Opportunity Employer