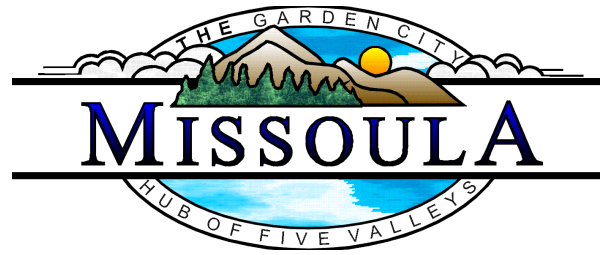


**CITY OF MISSOULA
POSITION VACANCY NOTICE**



PLANNER I

<u>SALARY:</u>	\$19.8409/HOUR
<u>CLOSING DATE:</u>	September 8, 2017 before 5:00 p.m.
<u>DEPARTMENT:</u>	Development Services
<u>ACCOUNTABLE TO:</u>	Permit & Land Use Section Manager
<u>STATUS:</u>	Regular, full-time, non-union

Primary Objective of Position: Under limited supervision, performs professional level community planning and development work. Provide information and assistance to developers and the public on land use and planning related matters, including land use and building applications, planning studies and policy development.

This is the first in a specified class of successively responsible and complex planning positions.

Essential Functions: Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

Duties are generally performed in an office setting where hazards and discomforts are controlled and modifiable. Some duties require ability to travel to meetings, access development sites, walk on rough, uneven terrain and exposure to inclement weather. Schedule may be flexible to cover meetings before and after normal work hours.

Tasks:

Assist in preparing and coordinating community planning and development projects; issue procedural information and respond to inquiries from the public on plan interpretations and regulations; conduct field investigations and research, compile data and prepare technical reports for community planning and development; prepare oral and written presentations, attend meetings related to community planning and development services; may collect, record and summarize statistical and demographic information.

Evaluate subdivision and rezoning applications; evaluate building and development permit applications for compliance with City land use regulations; compile and analyze information relating to community planning and special studies; prepare ordinances, resolutions, project narratives, maps or other visual aids, and project evaluations; investigate and resolve violations of City land use regulations; provide staff support to governing bodies and citizen boards, as directed; make staff presentations, prepare agendas, prepare meeting sites and materials and respond to inquiries from board members.

Stay informed of local, State and Federal legislation and current issues in community planning; serve as resource to other staff members on specific issues.

Knowledge, Skills and Other Characteristics:

Knowledge of complex laws, regulations and guidelines related to community planning and development;

Knowledge of research methods and techniques used in community planning and development;

Knowledge of pertinent Federal, State and local laws, codes and regulations;

Knowledge of citizen involvement techniques and processes;

Knowledge and ability to promote safe work practices and ensure compliance with City safety policies;

Skill in using personal computers, word processing, database, presentation, GIS and scanning software;

Skill in understanding, interpreting and applying laws, regulations, policies, procedures, and guidelines;

Skill in conducting research and writing technical reports;

Skill in communicating clearly and concisely orally, in writing and graphic work;

Skill in providing customer service including the ability to remain calm when dealing with the public;

Skill in establishing and maintaining effective working relationships with contractors, consultants, other agencies, city employees and the public.

Qualifications:

Any combination of education and experience equivalent to a Bachelor's degree in planning, urban studies, architecture, landscape architecture, environmental science, geography or related field.

Application Instructions:

Apply online: www.ci.missoula.mt.us/jobs

**CITY OF MISSOULA HUMAN RESOURCES DEPARTMENT
435 RYMAN STREET (2ND FLOOR OF CITY HALL)
MISSOULA, MT 59802
PHONE: (406) 552-6130 OR (406) 552-6128
FAX: (406) 327-2151**

OFFICE HOURS: MONDAY THROUGH FRIDAY, 8:00 A.M. TO 5:00 P.M.

APPLICANTS WHO NEED ACCOMMODATION TO PARTICIPATE IN THE APPLICATION AND SELECTION PROCESS MUST MAKE SUCH A REQUEST IN WRITING. THE CITY OF MISSOULA WILL CONSIDER ANY REASONABLE ACCOMMODATION.

THE CITY OF MISSOULA IS AN EEO/AA, V/H, M/F EMPLOYER.

**APPLICATIONS MUST BE RECEIVED BEFORE 5:00 p.m.,
SEPTEMBER 8, 2017**