

Lewis and Clark County, population 67,000, is currently recruiting for a Planner I. Hosting the capital city, Lewis and Clark County is rich in historic heritage. Our growing community has a lot to offer in the way of outdoor recreation, art, and culture. If you're interested in working with an experienced team, consider our Planner I position.

## Position Details

Title: **Planner I**  
Status: Regular, Full-time, Non-exempt  
Pay: \$23.23/hour  
Closing Date: January 7<sup>th</sup>, 2018

Under general supervision of the Director of Community Development and Planning, performs a variety of professional land use planning duties

## Required Qualifications

The knowledge, skills, and abilities required for this position are typically acquired through a combination of education and experience equivalent to at least a four (4) year degree in land-use planning, geography, landscape architecture, or other relevant field.

## Duties and Responsibilities

### Essential Functions

- Assists with review of development proposals with City, County, State and Federal agencies and private developers;
- Analyzes existing land use, public facilities, environmental constraints, and other information in conjunction with development proposals;
- Prepares written staff reports and participates in the development of staff recommendations for development proposals;
- Reviews and processes applications for Buildings for Lease or Rent and for road adjustments;
- Assists with the creation, amending, and assessments of special districts;
- Prepares reports and presents information at public meetings and hearings regarding Buildings for Lease or Rent, road adjustments, and special districts;
- Provides information to and answers questions from groups and individuals regarding land use development, road adjustments, and special districts;
- Assists with zoning requests, including conditional use permits, land use variances, changes in non-conforming use, zoning changes, and amendments relating to County zoning districts; and
- Conducts surveys and technical studies relating to land use proposals.

### Other Duties

- Assists in the preparation of grant applications;
- Attends staff, board and committee meetings;
- Enforces zoning and subdivision regulations and development permits;
- Assists in the training of other staff;
- Coordinates and leads site visits; and
- Schedules public meetings and hearings.

*This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*

## Knowledge, Skills & Abilities

### Examples of Knowledge

- County and state regulations relating to land use and planning; County policies and procedures; department policies and procedures;
- Geographic Information Systems;
- County policies and procedures; and
- Hardware and software used to develop and deliver public presentations.

### Examples of Skills and Abilities

- Prepare and deliver public presentations; speak in front of groups on a regular basis;
- Use common office machines, including computers and telephone; camera; Smartboard;
- Learn software, including word processing, spreadsheet, and presentation programs, and apply to existing systems;
- Understand and follow oral and written policies, procedures, and instructions;
- Use Geographic Information Systems to create maps, mailing lists, and exhibits;
- Prepare written reports and applications according to prescribed standards;
- Maintain records and documents according to prescribed standards;
- Find effective solutions when solving problems and making decisions;
- Communicate effectively orally and in writing; and
- Establish and maintain cooperative, effective relationships with citizens, staff, community partners, state agencies, and supervisors.

## Special Requirements

Local travel is required approximately 5% of the time; travel is primarily local during the business day.

## Application Instructions

Applications for this position must be submitted through our career portal at <http://www.lccountymt.gov/hr/employment.html> , by **11 pm on January 7, 2018**. The following items are required along with the on-line application:

- Resume
- Cover letter