

Lewis and Clark County, population 67,000, is currently recruiting for a Planner - II. With the County seat located in the Capital City of Helena, Lewis and Clark County is rich in historic heritage. Our growing community has myriad professional planning issues it is engaged in on a regular basis; likewise, it has a lot to offer in the way of outdoor recreation, art, and culture. If you're interested in working with an experienced team of professionals, please consider our Planner - II position.

Position Details

Title: **Planner - II**
Status: Regular, Full-time, Non-Exempt
Pay: \$25.61/hour
Closing Date: May 7th, 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 a four (4) year degree in land-use planning, geography, landscape architecture, or other relevant field from an accredited college or university; and, at least four (4) years of experience in the planning profession. Master's degree in a related field and AICP certification preferred.

Duties and Responsibilities

Essential Functions

- Reviews development proposals with City, County, State and Federal agencies, as well as private developers;
- Analyzes existing land-use, public facilities, environmental constraints, and other information for development proposals;
- Prepares written staff reports and participates in the development of staff recommendations for development proposals;
- Assists with the creation, amending, and assessments of special districts;
- Prepares reports and presents information at public meetings regarding land-use development;
- Provides information to and answers questions from groups and individuals regarding land use development, road adjustments, and special districts;
- Processes zoning requests, including conditional use permits, land use variances, changes in non-conforming use, zoning changes, amendments relating to County zoning districts, as well as floodplain development permits;
- Conducts surveys and technical studies relating to land use proposals;
- Assists with professional land use planning duties related to plan implementation and long-range planning;
- Works with citizen groups to develop land use goals;
- Assists with presenting plans/recommendations to senior management, community groups, public officials; and
- Surveys and analyzes existing land use, public facilities, environmental constraints, and other information in conjunction with development proposals.

Other Duties

- Coordinates with Community Development Coordinator with 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, telephone, camera, and Smartboard;
- Possess and maintain strong competency in commonly used professional planning office software;
- 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>. The following items are required along with the on-line application:

- Resume
- Cover letter

Questions regarding this position or our recruitment process can be e-mailed to elindquist@lccountymt.gov