



EMPLOYMENT OPPORTUNITY

POSITION: PLANNER II
BASE RATE: \$20.8337 PER HOUR
STATUS: REGULAR, FULL-TIME
DEPARTMENT: COMMUNITY & PLANNING SERVICES
(CAPS)
BARGAINING UNIT: FMCE
CLOSING DATE: 5:00 P.M. MONDAY, SEPTEMBER 18, 2017

Use online application at www.missoulacounty.us

Complete job description available upon request to the Department of Human Resources

DEFINITION: Performs professional advanced level duties in community planning and development.

MINIMUM QUALIFICATION REQUIREMENTS: Requires a Bachelor's degree. Degrees best suited for this position include planning, urban studies, environmental science, and geography. Requires three years of planning experience. Experience in long range planning, housing, economic development/redevelopment and/or transportation desired. An equivalent combination of education and experience may be considered.

REPRESENTATIVE EXAMPLES OF WORK: Prepares and oversees community planning and development projects. Participates in the general administration of community planning and development programs. Develops specialized skills in selected areas of community planning and development and provides information and advice to County Officials, CAPS staff, other County staff and the general public. Issues procedural information to the public offers interpretations of plans and regulations; works toward resolution of conflicts. Represents CAPS as an expert in selected areas of community planning and development including attending meetings, participation in community task forces and making oral or written presentations. Prepares ordinances, regulations, resolutions and plans for review and approval by appropriate governing authorities. Directs and conducts field investigations and research to compile data for community planning and development. Develops project narratives; coordinates with GIS personnel to develop and access maps and other supporting information. Retrieves data in the form of reports using GIS and database programming capabilities; provides maintenance of the current planning database. Acts as team leader on specific projects. Serves as a resource to other staff on specific issues. Stays informed of local, State and Federal legislation and the state-of-the-art in community planning and development. Participates in the development of a strategic plan and priority work schedules.

PHYSICAL/ENVIRONMENTAL DEMANDS: The work requires the ability to walk over rough, uneven terrain and travel to remote work sites and meetings. May require attending meetings before or after normal work hours.

TO APPLY: Submit Missoula County online application by 5:00 p.m. Monday, September 18, 2017. **These additional documents must be attached to your online application which may require scanning: College Transcripts (unofficial accepted), letter of interest. Applications that do not contain a letter of interest may be disqualified.** Missoula County Human Resources Department is located at 199 W Pine, Missoula, MT 59802. For questions about online application process call 406-258-4462 or 406-258-4874. Applicants may submit a written request for any accommodation needed to participate in the application and selection process. Missoula County will consider any reasonable accommodation. The Missoula County EEOP is on file in the Human Resources Office.

Posted: 8/25/2017