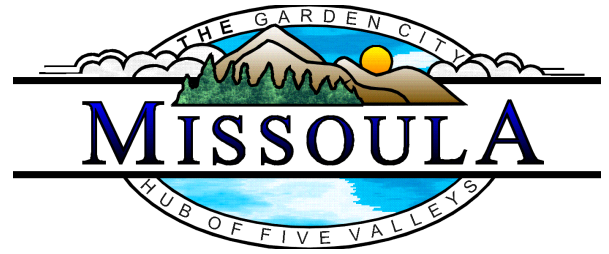


**CITY OF MISSOULA  
POSITION VACANCY NOTICE**



**PLANNER III**

**SALARY:** \$22.9282/HOUR  
**CLOSING DATE:** August 31, 2017 before 5:00 p.m.—**DEADLINE EXTENDED**  
**DEPARTMENT:** Development Services  
**ACCOUNTABLE TO:** Planning Manager  
**STATUS:** full-time, non-union

**Primary Objective of Position:** Under general supervision, performs professional level work in community planning and development for Development Services of the City of Missoula. 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 third in a specified class of successively responsible and complex planning positions. The Planner III is distinguished by the level of complex and controversial issues and projects assigned.

**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:**

Prepare ordinances, regulations, resolutions and plans for review and approval by appropriate governing authorities; coordinate with management to write department policies and procedures; participate in the development of a strategic plan and work schedules for Development Services; participate in the general administration of community planning and development programs; serve as a professional resource for the department and for staff; review work produced by other department personnel as requested; assist entry level planning employees as needed with review of projects and interpretation of regulatory standards.

Provide information, advice and training to City Officials, other City staff and the general public; develop and issue procedural information to the public, offer interpretations of plans and regulations; work toward resolution of conflicts; represent the City as an expert in selected areas of community planning and development; represent the organization at meetings, participate in community task forces and make oral or written presentations.

Direct and conduct field investigations and research to compile data for community planning and development; exercise independent judgment and initiative in preparing and coordinating community planning and development projects; develop project narratives; coordinate with GIS personnel to develop and access maps and other supporting information.

Maintain a current knowledge of local, State and Federal legislation and state-of-the-art practices in community planning and development; use specialized skills to assist with selected areas of community planning and development; provide lead direction to division staff as assigned; perform other duties as assigned.

**Knowledge, Skills and Other Characteristics:**

Knowledge of Missoula Municipal code and regulations related to zoning, subdivisions, land use, community planning and development;  
Knowledge of principles and practices of community planning and development;  
Knowledge of research methods and techniques used in community planning and development;  
Knowledge of complex laws, regulations and guidelines related to community planning, development and natural resource planning;  
Knowledge of applicable Federal, State and local laws, codes and regulations;  
Knowledge of current trends and issues related to community planning and natural resources;  
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 managing community planning and development services projects;  
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 in graphic work;  
Skill in making professional presentations on complex planning designs and city operations;  
Skill in resolving conflicts and facilitating outcomes;  
Skill in providing customer service including the ability to maintain 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:**

Degree in planning, urban studies, architecture, landscape architecture, environmental science, geography or related field with related experience. Master's degree with two years of related experience or bachelor's degree and four years of related experience.

**Application Instructions:**

Apply online: [www.ci.missoula.mt.us/jobs](http://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.,  
AUGUST 31, 2017**