

City of Great Falls
Human Resources Office
PO Box 5021
Great Falls MT 59403



(406) 771-1180
(406) 727-0005 Fax

PLANNER III **Planning & Community Development Department**

This position performs a supervisory role for all current planning activities conducted in the Planning and Community Development Department. Additionally, the position regularly acts as the lead planner for development projects that feature a high degree of complexity and public scrutiny. This requires the successful candidate to coordinate and synthesize input from many City departments in the development review process. This position will act to ensure high quality customer service, zoning code enforcement and inspections, and timely and thorough permit review.

In addition to current planning duties, the position also will periodically perform a project management role in the area of long range planning. These projects could consist of comprehensive planning studies, neighborhood/special area plans, and zoning code updates. A Bachelor's degree in planning, architecture, public policy, geography, or a related field is preferred; however, any combination of training and experience equivalent to graduation from a four-year college with major coursework in a related field and at least four years of relevant experience will also be accepted. A Master's degree with an emphasis on planning or community development is desirable and may be substituted, in part, for experience. Excellent customer service skills, attention to detail in program administration; good GIS skills, and the ability to function effectively as a member of a team are required, as are excellent writing and public speaking. Must possess/obtain a valid MT driver's license
Grade 45, salary: low to mid-50s, DOQ.

Great Falls is a great place to learn the ropes of community development. We have a fabulous historic building stock, active partnerships with downtown and community development organizations, and support from experienced staff members. Qualified candidates should submit a completed City application and a detailed cover letter describing your experience and the specific reasons you are interested in this position to: City of Great Falls, Human Resources, #2 Park Drive South, mail to PO Box 5021, Great Falls MT 59403, online at www.greatfallsmt.net or fax to 406-727-0005. Open until filled. Job description, benefits summary and application are available at www.greatfallsmt.net/jobs. For more information call 406-455-8466.

Consideration for employment will be made without regard to race, creed, color, physical or mental handicap, age, sex, religion, national origin, marital status, genetics or political belief.