



Dawson County Human Resources

(406) 345-4118 •

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Job Vacancy

Planner

Date Posted:	October 5, 2016
Application Deadline:	Open until filled
Salary Range:	\$17.45 (Grade 17)
Hours/Days:	Full-time – 40 hours per week - Monday through Friday – 8:00 AM – 5:00 PM

ABOUT THE POSITION/DEPARTMENT: This position is with the Dawson County Planner, under direct supervision of Dawson County Commissioners.

MINIMUM QUALIFICATIONS:

Graduation from an accredited college or university with a Bachelor's Degree in planning and environmental studies or a combination of education and experience equivalent to a Bachelor's Degree in planning and 2-4 years of related experience. Must maintain a valid Montana Driver's License. Ability to communicate effectively orally and in writing with architects, contractors developers, owners, supervisors and the general public; ability to establish effective working relationships. Floodplain Manager's certification preferred but not required.

DUTIES AND RESPONSIBILITIES: Provides planning expertise to the County regarding subdivision review, growth management policies, certificate of survey, exemption review, and zoning in a primarily rural setting. This involves both review of permits for subdivision and zoning as well as updates to regulations regarding subdivision, growth management, and zoning.

Prepares yearly budget for the planning department.

This job may include working jointly with other counties to provide permit review for subdivision and certificates of survey.

This position also involves acting as the floodplain administrator which may involve periodic updates to floodplain regulations. The floodplain administrator makes determinations as to whether permits are needed for activities involving the floodplain as well as processing permit applications for those activities that involve permits.

HOW TO APPLY:

To apply for this position, please contact Dawson County Human Resources (345-4118) or the Glendive Job Service (<http://glendivejobs.mt.gov>) to complete a Dawson County application and complete any required testing (if applicable). An application may also be downloaded from the County website, www.dawsoncountymontana.com. Completed applications should be submitted to Dawson County Human Resources or the Glendive Job Service. For questions regarding the position, please call Dawson County Human Resources at (406) 345-4118.

This vacancy announcement provides only a brief overview of the position for recruiting purposes and is not intended to be a full list of duties and qualifications. For a complete position description, please make your request to Dawson County Human Resources.

Dawson County provides equal opportunity for employment, retention and advancement to all people regardless of race, color, creed, national origin, religious or political affiliation, sex, age, marital status, mental or physical disabilities. The information contained on employment applications is sought in good faith. It will not be used in any way to discriminate against any applicant for employment in violation of state or federal law.