

STILLWATER COUNTY Job Description

CLASS TITLE: County Planner

DEPARTMENT: Planning and Community Development

ACCOUNTABLE TO: County Commission

Work Unit Overview: The Department is responsible for the coordination of growth and development through planning, zoning, subdivision reviews, parks, transportation, economic development, and addressing the needs of special or rural districts. Supervision is exercised over the office staff (i.e., Planners, Economic Development Coordinator, Sanitarian, and clerical staff, see specific job descriptions).

The Planner is responsible for administering and performing the Department operations to ensure that strategic planning services and policies are effective, transparent, and comply with department goals and the law. Duties include oversight of current and long-range planning and floodplain regulations; administration and enforcement of land use, subdivision, zoning; reviewing land development projects; and coordinating the County's community and economic development efforts. The position also conducts studies, research, data collection, information, and analysis for the public, interested parties and other agencies.

ESSENTIAL JOB FUNCTIONS:

- Oversee the planning department through the management of staff and consultants to ensure the provision of professional, accurate and timely services for the public, various boards, and commissions related to zoning and development in the County. Establish work priorities and supervise, train, and evaluate personnel as required.
- Plan, organize, and control planning and community development functions and services within the County to ensure that policies, programs, and services comply with department goals and established or newly created ordinances.
- Prepare recommendations for long-range planning projects reports to County Commissioners on topics including maintaining compliance with the County Growth Policy. Direct preparation of all planning, zoning, and community development documents.
- Analyze community planning and development by proposing programs to meet these needs and evaluating projects in accordance with County policies and applicable laws. Review specific plans such as subdivision plans, rezoning requests, variances, and development plans and projects to ensure adherence to related ordinances. Administer and enforces land use, subdivision, zoning, and floodplain regulations.
- Review, update, clarify, and recommend amendments to land use, development, and subdivision regulations at the request of the Board of County Commissioners. Confer with the County Attorney on interpretation and legal consequences of regulatory decisions. Conduct research, data collection, interpretation and analysis of data on planning, zoning, and development issues.

- Coordinate County planning and development activities by maintaining communication with other County departments and outside agencies concerning land acquisitions, development projects, rights of way, land exchanges, zoning, grants and transportation to ensure compliance with laws and adherence to department goals.
- Provide information to the public on the requirements of land use, subdivision regulations, legal documentation, regulations, grants and related issues. Represent the Planning Department when making presentations to the Commission, Planning Board, other Boards, committees, and various organizations.
- Negotiate with developers, engineers, surveyors, and attorneys regarding infrastructure requirements for project approval and conditions of development including privately-funded construction of improvements to public facilities.
- Prepare and administer the department budget to ensure expenditures are within limits and that the department has adequate supplies, services, and equipment. This may include applying for, implementing, and managing grants for community development, planning, and infrastructure improvement programs.
- Responsible for administering all policies of the staff, reviews and clarifies performance expectations with the staff, and initiates appropriate corrective action as required, including coaching, development, discipline or discharge, either directly or indirectly through subordinate supervisory staff.

MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:

- Ensures the files of the County and City-County Planning Boards and Airport Board to include minutes and agendas from board meetings and public hearings;
- Ensures the maintenance of data bases on subdivisions, certificates of survey, and for other purposes as needed in the office;
- Ensures accurate and timely records and files on bid responses for public works projects;
- Ensures library and computer data bases of reference material;
- Processes claims, prepares annual reports, and transcribes public hearings;
- Establishes and maintains an effective working relationships with employees, supervisors, numerous public agencies, and the public;
- Complies with State Statutes, Administrative Rules, County Regulations and Policies;
- Contacts service providers regarding subdivisions;
- Ensures reference manual for all Board members.

Physical Demands and Working Conditions: *The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.*

- Subject to frequent interruptions.
- Work primarily during normal business hours with frequent evening and weekend commitments.
- Work in an office and public administration environment.
- Require occasional travel by auto to meetings and development sites.

- Work performed is sometimes subject to conditions that range from inclement weather to dangerous conditions such as snow/ice, cold, heat, noise, wetness/humidity, vibration, sudden temperature changes, and poor illumination at the job site or due to travel on the job.

SUPERVISION – RESPONSIBILITY FOR WORK OF OTHERS:

Directly supervises employees of the County Planning and Community Development and contracted staff as needed.

EDUCATION, TRAINING, AND EXPERIENCE REQUIRMENTS:

This job requires knowledge of land-use planning techniques for urban and rural planning, subdivision and surveying regulations; zoning and floodplain ordinances; Federal, state, local laws, and regulations regarding land use; community economic conditions and growth patterns; grant-writing procedures and grant administration; environmental concerns and regulations; building codes; government budget and accounting procedures; supervision; and contract administration.

The job requires skill in motivating staff, operating general office equipment, public relations, accurately preparing documents and plans, organizing and prioritizing work, and in developing approaches to sensitive issues that have significant impact on the community and the County.

The job requires the ability to communicate effectively verbally and in writing; read and interpret maps, property descriptions, charts, and graphs; write reports; interpret architectural drawings and plans; and to establish and maintain effective working relationships with County staff and the public.

- The job requires education and experience equivalent to bachelor's degree in planning, public administration, community development or related field and five (5) years progressively responsible experience in planning and community development or a related professional capacity. A Master's degree is preferred.
- Must possess a valid Montana Operator's License.

EXAMPLES OF PERFORMANCE CRITERIA AND QUALIFICATIONS:

- Deals tactfully and courteously with the public and adheres to the standards of confidentiality;
- Greets visitors to the office, provides assistance, information, and data;
- Performs data entry, word processing, and spreadsheets as needed;
- Receives, sorts, routes, and delivers mail;
- Orders office supplies as directed or as needed and maintains office files;
- Proof reads office publications and documents as needed;
- Maintains proficiency in software applications and learns new software applications as required;
- Reviews inventory of office equipment and maintains database of information; and
- Performs other duties as may be assigned.

Reasonable accommodations may be made to enable individuals with disabilities to perform any non-essential job function.

Written 6-8-2018