

Cascade County

Job Vacancy Announcement

Position: Planner	Closing Date: Open Until Filled
County Dept.: Planning Department	Dept. Admin.: Interim Planning Director
Type of Position: Full-Time, Permanent	Salary: \$37,000-\$42,000 DOE
Applications available at Cascade County Human Resources Department, www.cascadecountymt.gov or Job Service. All application materials must be turned in to the Cascade County Human Resources Department and date stamped by 5:00 p.m. on the closing date.	

POSITION DESCRIPTION

The Planner reports to the Planning Director and performs routine and complex administrative, technical professional work in planning programs for the County related to the development and implementation of land use, floodplain, zoning, subdivision, junk vehicle retrieval, community decay related plans and policies. Attention to detail and excellent people skills are essential, as the planner interacts routinely with customers, other city, county state agencies and county departments to include the City County Health Department, Clerk and Records Office, Cascade County Commissioners, Public Works, Planning Board members and the Zoning Board of Adjustment. Planner performs complex and professional work in land use development and planning, providing and implementing zoning, subdivision laws, floodplain enforcement, junk vehicle retrieval program enforcement, community decay enforcement as well as all permit processes involving department activities, process all firework applications, works closely with the Zoning Board of Adjustment, Planning Board the County Commissioners. Good communication skills essential. The nature of the work performed requires employees to establish and maintain close cooperative working relationships with the Board of County Commissioners, Public Works Director, Human Resources Director, Health Department, supervisors, department employees, city employees, state employees the general public.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

Read, comprehend, plan, organize and review the work to meet MCAs, County regulations and policies, departmental goals and community needs, maintain effective communication with all levels of management and the public, evaluate resources as needed, organize tasks and work environment to maximize efficiency, prepare documents, reports and statistics, communicate well with others both orally and in writing, identify, analyze and address problems and trends in a timely, efficient and equitable manner, adapt to interruptions, equipment failures, unusual demands or changing priorities, handle and safeguard confidential information, coordinate, analyze utilize a variety of reports and records and occasional work outside normal hours as assigned.

Knowledge and understanding of: Zoning, Floodplain, and Subdivision laws, principles of land use planning and development, comprehensive plans including their formation, process of adoption implementation, planning programs and processes, basic statistics and mathematical calculations, English usage, spelling, grammar punctuation, current safety practices and inspection methods and practices, automated computer systems, basic computer use and data entry, basic knowledge of geographic information systems (GIS) and the use of geographical positioning systems (GPS) not required but useful.

Ability to: Plan and organize comprehensive programs within Planning Department, respond to public requests relating to land management policies and regulations, prioritize the workload presented as a professional, perform a wide variety of work with accuracy and speed under the pressure of time-sensitive deadlines, establish effective working relationships with the Board of County Commissioners, other county departments, employees, Federal and State agencies, private agencies the general public, communicate well with others in both technical and non-technical terms, as well orally and in writing, prepare accurate and reliable reports containing findings, recommendations and technical documentation, evaluate resources as needed, organize tasks and work environment to maximize efficiency, use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions, quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology, attend meetings and conferences within the state of Montana several times a year, meet challenges with resourcefulness through original thinking and creativity, identify, analyze and address problems and trends in a timely, efficient and equitable manner, adapt to interruptions, equipment failures, unusual demands or changing priorities, handle confidential information, coordinate, analyze utilize a variety of reports and records, employ and enforce safety practices and procedures, perform other duties as required or assigned, occasionally work outside normal hours as assigned.

EDUCATION AND EXPERIENCE

The above is typically acquired through a combination of education and experience. At a minimum, all qualified applicants must have:

Education/Experience/Training:

- Bachelor's Degree in Planning, Physical Science, Geography, Natural Science or other similar degree.
- Additional desired or preferred experience includes two (2) years of experience in Sanitation in Subdivisions Act, planning, zoning, Subdivision and Platting Act or floodplain permitting and procedures.
- **Or** any equivalent combination of education, experience and training totaling four (4) years of experience in Sanitation in Subdivisions Act, planning, zoning, Subdivision and Platting Act or flood plain permitting and procedures.

Certifications:

- Valid Driver's License issued by the State of Montana or be able to obtain within 30 days of hire date.

The successful applicant shall serve a (1) one-year probationary period and may have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the County.

Notice to Applicants: Applicants who are claiming Veteran's or Handicap Preference **must** provide a DD-214 Discharge Document (**Part 4**) or DPHHS Handicap Certification **and** Employment Preference Form with their application for employment so Cascade County may apply the preference during the selection process.

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.

CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER