

# Cascade County

## Job Vacancy Announcement

|  |  |
|--|--|
| <b>Position: Planning Division Administrator</b>   | <b>Closing Date: Open Until Filled</b> |
| <b>County Dept.: Public Works Department</b>   | <b>Dept. Admin.: Brian Clifton</b>     |
| <b>Type of Position: Full-Time, Permanent</b>  | <b>Salary: \$55,000-\$60,000 DOE</b>   |
| <b>Applications available at Cascade County Human Resources Department, <a href="http://www.cascadecountymt.gov">www.cascadecountymt.gov</a> 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.</b> |  |

### POSITION DESCRIPTION

The Planning Division Administrator leads, manages, supervises and coordinates routine and complex administrative, technical and 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 and related plans and policies. People skills are a must as the Planning Division Administrator spends a lot of time with customers, other city, county and state agencies and County departments to include the City County Health Department, Clerk and Records Office, Cascade County Commissioners, Planning Board members and the Zoning Board of Adjustment. The Planning Division Administrator performs complex supervisory, administrative 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 division activities within the Public Works Department; organizing and directing various programs of the Planning Division which includes overseeing the Zoning Board of Adjustment and the Cascade County Planning Board in accordance with standards and general policies established by the Public Works Director and the Board of County Commissioners. 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 and the general public. Supervision is exercised over the work of all employees in the Planning Division.

### ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

Create and maintain a high-performance environment characterized by positive leadership and strong team orientation, work with department heads on budget preparation and all expenditures for all programs, plan, organize, assign and review the work to meet departmental goals and community needs, review proposed legislation, develop, maintain and update various divisional standard operating procedures and policies, monitor and direct adherence to state and federal regulations, ensure compliance with fiscal requirements and other legal rules and regulations, attend meetings and conferences, direct and serve on boards, commissions, committees and prepare and maintain necessary records and reports, maintain effective communication with all levels of management and the public, evaluate resources as needed, organize tasks and work environment to maximize efficiency, practice and encourage work place safety and hold employees accountable to practice work place safety, prepare documents, reports and statistics, communicate well with others both orally and in writing using technical and non-technical terms, 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 and utilize a variety of reports and records, occasional work outside normal hours as assigned, perform other duties as required or assigned.

**Knowledge and understanding of:** Supervisory principles and practices, Cascade County Human Resource policies and procedures and related state and federal statutes, principles of land use planning and development, Zoning, Floodplain, Junk Vehicle, Community Decay and Subdivision laws, comprehensive plans including their formation, process of adoption and implementation, planning programs and processes, basic statistics and mathematical calculations, word processing and spreadsheet software, safety rules, procedures and practices, writing, spelling, grammar and punctuation, automated computer systems, basic computer use and data entry, basic knowledge of geographic information systems (GIS).

**Ability to:** Plan, organize, prioritize, supervise and evaluate the work of professional, para-professional and clerical workers to meet departmental goals and community needs, plan, organize and prioritize the workload presented as a professional, perform a wide variety of work and some limited public relations tasks with accuracy and speed under the pressure of time-sensitive deadlines, establish effective working relationships with the Public Works Director, Board of County Commissioners, other County departments, employees, Federal and State agencies, private agencies and the general public, communicate well with others in both technical and non-technical terms, as well as 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, operate a personal computer using word processing, spreadsheet and database applications appropriate to assigned duties, use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions, perform a wide variety of supervisory and public relations tasks with accuracy and speed under the pressure of time-sensitive deadlines, quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology, drive to meetings within the state of Montana usually to attend conferences a couple 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 and utilize a variety of reports and records, employ and enforce safety practices and procedures, 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 a Planning, Physical Science, Political Science, Geography, Natural Science or closely related field **and** five (5) years of experience in planning, zoning, subdivisions or floodplain permitting and procedures **including** two (2) years of supervisory experience.
- **Or**, any equivalent combination of education and experience totaling ten (10) years of experience in planning, zoning, subdivisions or floodplain 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**