

Cascade County

Job Vacancy Announcement

Position: Planner	Closing Date: August 7, 2013
County Department: Planning	Dept. Admin.: Brian Clifton, Public Works Director
Type of Position: Permanent/Full Time	Salary: \$36,000-\$40,000 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 performs a variety of routine and complex administrative, technical, and professional work in planning programs of the county related to the development and implementation of land use, flood plain, zoning, sub-division, and related plans and policies; provides information on land use applications, ordinances, codes, plans, and related planning programs, services, or regulations to architects, engineers, developers, contractors, owners, community groups, and interested persons; provides technical and professional advise; prepares a variety of studies, reports, and related information for decision-making purposes; coordinates Division activities with other county divisions, departments, and outside agencies as needed; assists in the development and implementation of zoning, subdivision regulations, CTEP, land use plans, flood plain studies, and other plans, studies, and codes to meet the county's needs; research planning information and concepts, land use, and legal issues relating to current and long-range planning matters and policy issues; evaluates land use proposals for conformity to established plans and ordinances; evaluates proposals' development impact and how they relate to the adopted codes and plans of the county; provides staff support to the Planning and Zoning Boards and the County Commission Board as needed and assigned; prepares planning reports and supporting data including recommendations for various land use proposals; researches, analyzes, and interprets social, economic, population, and land use data and trends; assists the Planning Division Manager with day to day operations of the Planning Division; assists county staff in the enforcement of local ordinances and in interpreting county codes and comprehensive plans; conduct field investigations of violations; serves, when assigned, as a member of a planning task force composed of city, county, or state groups; assists in the coordination and management of planning consultant contracts, as assigned; makes presentations to supervisors, boards, commissions, civic groups, and the general public; advises on various operational matters; makes recommendations for improvement and implements programs, standards and procedures; maximizes use of computer programs to improve efficiency, with good basic computer knowledge and skills; provides technical assistance and support to personnel as required; develops plans and schedules to meet unexpected situations and new developments; communicates with personnel throughout the county to coordinate activities and resolve problems; practices and encourages work place safety and holds employees accountable to practice work place safety; responds to complaints regarding division deficiencies and develops plans for correction; attendance at work is an essential function of this position.

JOB REQUIREMENTS

Knowledge and understanding of: Zoning and subdivision laws; principles of land use planning and development; comprehensive plans including their formation, process of adoption, and implementation; planning programs and processes; basic statistics and mathematical calculations; English usage, spelling, grammar, and punctuation; current safety practices and inspection methods and practices; automated computer systems, basic computer use and data entry.

Ability to: Plan, organize, assign and review the work to meet 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 confidential information; perform a wide variety of public relations tasks with accuracy and speed under the pressure of time-sensitive deadlines; 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 knowledge and abilities are typically acquired through a combination of education and experience. At a minimum all applicants must have a Bachelor's Degree in Planning, Physical Science, Political Science, Geography or related field **and** two (2) years' experience in planning, zoning, sub-divisions, or flood plain permitting and procedures **or** a combination of education, experience and training equal to six (6) years' experience in planning, zoning, sub-divisions, or flood plain permitting and procedures.

The successful applicant shall serve a 6 month probationary period and may have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the County. Applicant must possess a valid Montana Driver's License issued by the State of Montana or be able to obtain one within 30 days of hire date.

Notice to Applicants: Applicants who are claiming Veteran's or Handicap Preference **must** provide a DD-214 Discharge Document and Employment Preference Form or DPHHS Handicap Certification 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.