



Job Opening

Job Title: **Planner I/ II**

Pay Rate: \$20.20/hr. - \$26.21/hr. DOE (Grade 4-5)
Part-time/Full-time temporary non-exempt position

Department: Planning, City of Craig

Date Posted: November 10, 2021

Position Summary

The Planner I/II is responsible for assisting the City Administrator with planning, platting, zoning, emergency planning, economic development, grant writing, administration, and code enforcement functions of the City of Craig. The Planner I/II attends all meetings and acts as the Clerk of the Planning Commission, keeping the minutes of the meeting and mailing and posting required notices. The Planner I/II will assist the City Administrator representing the commission at the City Council.

Duties & Responsibilities

Essential duties and responsibilities include, but are not limited to:

- Interpret and enforce the provisions of the Craig Land Development Code.
- As a staff member for the Planning Commission, prepare agendas and information packets and attend and keep minutes for all Planning Commission meetings.
- Apply for and administer grants.
- Review building permits (for plot plan review only) and mobile home placement permits for approval by the building official.
- Accept, review, and analyze applications for variances, rezones, conditional use permits, subdivisions and other land use actions, and prepare reports for the Planning Commission.
- Assist the City Administrator in preparing the necessary resolutions and ordinances for the Planning Commission and/or City Council.
- Interpret codes, statutes, ordinances, and regulations.
- Notify the public of, prepare for, hold, and document public meetings and hearings.
- Assist the Emergency Services Department and the City Administrator with preparing and administering emergency response plans and protocols.
- Assist the City Administrator and other city departments in project management for ongoing projects.
- Assist other city departments in various planning activities as identified by the City Administrator

Planner I/ II continued...

Additional Duties

- Assist the City Clerk and other staff in land related matters.
- Research land records for information on land ownership, easements, and dedicated rights-of-way.
- Prepare special reports for the Planning Commission and/or City Council.
- Prepare or review permits for various land and water uses and developments.
- Assist with project management for capital improvement and economic development projects.
- Assist with conducting the city's Community Economic Development Strategy Committee annual meetings and prepare the annual report for the council.
- Prepare capital improvement project requests for state and federal elected officials and grant funding agencies.

Applications

Complete job description and application are available at City Hall, 500 Third Street, or online at www.craigak.com. Please submit completed applications to hr@craigak.com, or drop off at City Hall. ***Position open until filled.***

The City of Craig is an Equal Opportunity Employer