

Job Title: Planner I/II
Pay Rate: \$20.20 - \$26.21 per hour (DOE)
Department: Planning, City of Craig
Immediate Supervisor: City Administrator
Date Revised: November 5, 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

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.

Qualifications

- A bachelor's degree in planning, rural development, public administration or related field is preferred. Bachelor's degree may be substituted with five (5) years of progressively responsible experience working in local government with an emphasis on planning, code interpretation/enforcement, land use management, grant management, and project management.

Required Skills

- Must be self-motivated and able to work with minimal supervision.
- Must be able to communicate effectively with the general public, city staff, and elected and appointed officials both orally and in writing.
- Must possess a high degree of integrity.
- Must have the ability to interpret local, state and federal codes, statutes and regulations as they relate to planning matters.
- Must possess a working knowledge of city and municipal government structures, have the ability to read and interpret municipal code, state statute and federal regulations and documents.
- Must be able to interpret maps and charts.
- Must have an understanding of planning principles and practices at the local level.
- Must have the experience and knowledge to use standard computer software programs.

Supervision

The Planner I/II works under the immediate supervision of, and is responsible to, the City Administrator.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, stand, and walk. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Position and Benefits

This is a part-time/full-time temporary non-exempt position with the City of Craig. The City of Craig is an Equal Opportunity Employer.

AAP/EEO statement

We consider applicants for all positions without regard to race, color, creed, religion, national origin or ancestry, sex, age (40 or over), disability, genetic information, veteran status, or any other legally protected status under local, state, or federal law.

Note: Reference is made to The City of Craig Employee Handbook for subjects not included in this job description. The Handbook takes precedence over this job description.

Printed Name

Employee Signature

Date

Director

Date