



# Job Opening

**Job Title:** City Planner/ Planning Director

**Pay Rate:** \$42,016 - \$67,204 annual salary DOE (Grade 4-7)  
Full-time position with benefits

**Department:** Planning, City of Craig

**Date Posted:** December 16, 2021

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## Position Summary

City Planner/Planning Director (planner) is responsible for general planning, platting, zoning, emergency planning, economic development, grant writing, grant administration, and code enforcement functions of the City of Craig. The planner acts as the Clerk of the Planning Commission. The planner represents the commission to the City Council.

## Duties & Responsibilities

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

- Interpret codes, statutes, ordinances and regulations with a particular emphasis on the Craig Land Development Code.
- Prepare agendas and information packets, attend, and keep minutes for all Planning Commission meetings.
- Research, apply for and administer various economic development and emergency management grants. Assist other departments with grant writing and management as needed.
- As the city's building official, review building permit applications, work with applicants to ensure compliance with municipal development standards, issue, and track building permits.
- Review applications for variances, rezones, conditional use permits, subdivisions, replats and other land use actions, and prepare reports for the Planning Commission.
- Prepare the necessary resolutions, ordinances, reports, and other documents for the Planning Commission and/or City Council.
- Notify the public of, prepare for, hold, and document public meetings and hearings.
- In conjunction with the Emergency Services Department, Police Department, Fire Department and other city departments, prepare and administer emergency response plans.
- Assist the City Administrator and other city departments with project management for capital improvement and economic development projects. Act as the city's project representative on projects when assigned.

## Planning Director continued...

- Assist other city departments in various planning activities as identified by the City Administrator.
- Manage the city's Municipal Assessment Record System (MARS) with the Finance Director and contract assessor.

### **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, drawings, maps, and other documents for the Planning Commission and/or City Council.
- Prepare or review permits for various land and water uses and developments.
- 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](http://www.craigak.com). Please submit completed applications to [hr@craigak.com](mailto:hr@craigak.com), or drop off at City Hall. ***Position open until filled.***

*The City of Craig is an Equal Opportunity Employer*