

**Job Title:** City Planner/Planning Director  
**Job Classification:** Planning Director I/II/III/IV/IV  
**Pay Rate:** \$52,392 - \$86,528 annual salary (DOE) with full benefits  
**Department:** Planning, City of Craig  
**Immediate Supervisor:** City Administrator  
**Date Revised:** March 4, 2024

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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.
- 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.
- Maintain and prepare maps of the city using AutoCAD and/or ArcGIS software.

### **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, charts, engineering documents, and project specifications.
- 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. A working knowledge of database programs and AutoCAD is preferred.

### **Supervision**

The City Planner/Planning Director 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. Ability to perform area calculations related to zoning applications and mapping.

**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. This job requires both office work and fieldwork when appropriate. 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 both indoors and outdoors. 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 full-time permanent exempt position with the City of Craig. This position includes full benefits as outlined in the City of Craig Employee Handbook. The City of Craig is an Equal Opportunity Employer.

*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.*

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**Printed Name**

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**Signature**

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**Date**

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**Director**

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**Date**