

ROUTT COUNTY
CLASSIFICATION: PLANNER II

Created: August 2021
Department: Planning
Family: Professional/Technical
Approved By: County Manager

Pay Scale: Planner II
FLSA Status: Non-Exempt
Date: August 2021

SUMMARY:

Under direction, performs professional current and long-range planning and development duties; reviews, researches, analyzes and processes planning and development proposals or applications; issues planning and development-related permits; assists customers at the planning counter; works with other county departments, contractors, various agencies and individuals to coordinate and process county land use permit; writes and reviews proposed regulations and long-range planning document revisions; responds to code and zoning violations and complaints; schedules, supports and makes presentations at public hearings; and performs other related duties as assigned.

CLASS CHARACTERISTICS:

An incumbent in this class performs a wide variety of average to complex land use planning and development duties. Incumbents receive occasional supervision while planning and/or determining specific procedures or equipment required to meet assigned objectives, solving non-routine problems, and working toward a definite objective that requires the use of a wide range of procedures. Only unusual matters are referred to a supervisor.

This class is distinguished from the class of Planner I as incumbents in the latter class work under general supervision to perform the more routine planning and land use duties.

SUPERVISION EXERCISED:

An incumbent in this does not directly or indirectly supervise or lead the work of other employees but may assist in training less experienced staff.

JOB DUTIES:

The duties listed below represent the various types of work that may be performed. The omission of specific duties does not prevent the assignment of work that is appropriately related to this class.

- Performs professional current and long-range planning duties.
- Reviews, researches, analyzes and processes planning and development proposals or applications such as rezoning requests, preliminary and final plats, subdivisions, architectural reviews, development permits, variance applications, building permits, and temporary use permits in accordance with applicable deadlines and regulations; determines compliance with applicable planning principles, regulations, and policies.
- Issues planning and development-related permit applications, including applications for oil and gas development; provides guidance regarding the legal documents and plats required for legal recording and compliance; monitors and responds to notifications from other involved agencies such as the Bureau of Land Management; monitors projects prior to completion to ensure they meet required conditions.
- Serves as Planner of the Day by assisting customers at the planning counter; answers questions and provides information regarding building permits, similar historical applications, and other related matters; conducts research, explains subdivision and zoning regulations as well as the county master plan.

ROUTT COUNTY

CLASSIFICATION: PLANNER II

- Works with other county departments, contractors, external agencies, and individuals to coordinate and process county land use permits; participates in application reviews submitted by various cities and other agencies.
- Writes and reviews proposed regulations and long-range planning document revisions based on stated public and Board of County Commissioners concerns; prepares and implements elements of the comprehensive plan; researches and prepares master plans, long-range planning studies, ordinance amendments, and reports on other planning issues; prepares recommendations as appropriate.
- Responds to code and zoning violations and complaints through correspondence, onsite inspections, as well as meetings with complainants and violators; coordinates enforcement actions with the Board of County Commissioners and the County Attorney as required; appears in court as required; documents all steps in the process accurately and thoroughly.
- Schedules public hearings and prepares staff packets for the planning commission; designs and prepares illustrative and graphic presentation materials for public hearings and meetings; sets up meeting rooms; responds to inquiries regarding agenda items and provides documents to the public as appropriate; makes presentations of staff findings to, and prepares information packets for, Board of County Commissioners and planning commission hearings and work sessions as assigned.
- Administers the FEMA National Flood Insurance Program; reviews regulation changes; reviews applications for floodplain development permits; answers questions regarding the program; works with FEMA and applicants regarding changes in mapping.
- Conducts field inspections to verify compliance with approved plans and conditions; conducts periodic site inspections of mineral developments, gravel pits, and other permitted sites; enforces conditions of approval for permitted activities.
- Collects, records, and maintains statistical and demographic information in electronic databases; retrieves, manipulates, and summarizes information for planning reports; prepares articles and correspondence related to planning issues or projects; prepares complex and technical staff reports; writes regulations and long range planning documents based on input from the public, the Planning Commission and the Board of County Commissioners.
- May update and maintain websites and information materials; may research and analyze socioeconomic forecasts and population trends, as well as local, regional, and national planning issues.
- Performs other related duties as assigned.

QUALIFICATIONS:

Education and Experience

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Possession of a bachelor's degree from an accredited college or university with major coursework in planning, geography, environmental science, public administration, or a related field.

Experience:

Three years of professional land use planning and development experience.

ROUTT COUNTY
CLASSIFICATION: PLANNER II

Licenses and Certificates:

- A valid license to drive a vehicle in Colorado and a safe driving record is required at the time of appointment and throughout employment.
- Certification by the American Institute of Certified Planners is desirable.

Knowledge of:

- Federal, state, and local laws and regulations pertaining to planning, land use, and zoning.
- Principles and practices of county planning operations and programs, including work methods, materials, and equipment.
- Social, political, and economic issues and trends associated with Colorado land use planning.
- Principles of public and business administration.
- Principles and practices of customer service.
- Principles of time management, planning, and organization.
- Effective techniques for speaking before groups and making public presentations.
- Research and reporting methods.
- Office practices, procedures, and equipment, including the use of personal computers and standard business software.
- Mathematics, including addition, subtraction, multiplication, division, fractions, percentages, and basic statistical analysis.

Ability to:

- Perform professional planning duties associated with a county planning department.
- Understand, interpret, and apply legal codes, regulations, and rules pertaining to county planning, zoning, and land use.
- Read and understand a variety of complex narrative and statistical information, including technical information associated with planning and land use programs and services.
- Organize, analyze, and prepare communications, documents, and reports.
- Give oral presentations to small and large groups.
- Negotiate solutions to complex issues.
- Perform accurate and detailed mathematical calculations.
- Operate standard office equipment such as personal computers, copiers, scanners, fax machines, calculators, and multi-line phone systems.
- Effectively utilize standard business software, including word processing, spreadsheet, database, Internet, and email programs to track and maintain information.
- Communicate clearly and effectively, both orally and in writing.
- Establish and maintain effective working relationships with those contacted during work, including subordinates, other department managers, county executives, external agencies and groups, and the general public.

Physical and Mental Standards

The physical and mental standards described here are representative of those that must typically be met by employees to perform the essential functions of this class successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ROUTT COUNTY**CLASSIFICATION: PLANNER II**

- Frequently sit at a desk for extended periods of time.
- Frequently walk and stand; occasionally walk on uneven ground or surfaces.
- Frequently use finger dexterity and operate a keyboard.
- Regularly lift 10 pounds and occasionally lift 25 pounds.
- Frequently use vision to read documents, view computer screens, and see close and distant objects.
- Frequently use speech and hearing to engage in conversation, in person, and over the telephone.

TYPICAL WORKING CONDITIONS:

- The incumbent typically works in a standard office environment where the noise level is moderate.
- Some job duties may cause exposure to varied weather conditions, dirt, noise, biohazards, hazardous materials, and/or toxic substances.
- Job duties frequently require working extended hours or hours outside of the regular schedule.