

CITY OF HELENA



Position Title: Planner I/II

Department: Community Development **Division:** Planning

FLSA: Non-Exempt

The City of Helena is an equal opportunity employer. The City shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Purpose:

Under general supervision (Planner I) or direction (Planner II), the purpose of this position is to perform a variety of technical and professional level work, which may include:

(1) planning duties in the field of zoning, land use, subdivision and development; and to provide information and assistance to developers, the business community and the public on planning, zoning, land use, permits, and development related matters;

Planner I--This is the entry level in the Planner class series. Positions at this level usually perform most of the duties required of the positions at the Planner II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Since this class is often used as a training class, employees may have only limited or no directly related work experience.

Planner II--This is the full journey level in the Planner class series. Positions at this level are distinguished from the Planner I level by the performance of the full range of duties as assigned, working independently and exercising judgments and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class series are flexibly staffed and positions at the Planner II level are normally filled by advancement from the Planner I level. When filled from the outside, the employee is required to have prior related experience which allows the employee to meet the qualification standards for the Planner II level.

Essential Duties: *These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.*

Planner I:

This position reviews or assists in the review of moderately difficult development proposals and site plans for conformance with codes, plans and regulations; evaluated or assists in the evaluation of rezoning, ordinance amendments, site plans, special use permits, variances and other proposals; conducts extensive research in specific or general project areas; meets with applicants and City staff members to discuss a variety of land use changes including pre-application meeting and other staff meetings with developers; interprets and applies applicable state, county and local codes, ordinances and regulations; represents the Community Development Department and City at various meetings regarding planning related issues; provides information to the public regarding development regulations; assists in resolving citizen and customer issues; participates in coordinating City planning and development related activities with other City departments and outside agencies; and ensures proper public notification practices and procedures and adequate records are kept of Board/Commission/Committee and City Commission action and decisions related to this position.

Planner I:

In addition to the Planner I duties listed above, this position researches and drafts ordinances for review by City staff prior to Zoning Commission and City Commission action; takes appropriate enforcement action when necessary; writes and presents formal and technical reports, working papers and correspondence directed by the Community Development Director; conducts studies, surveys and needs assessments for the development of programs; and updates the Helena zoning map regularly.

Essential Knowledge, Skills and Abilities Related to this Position:

Knowledge of:

- Principles and practices of planning and zoning
- Provisions of state and local laws and regulations affecting planning, land subdivision and zoning.
- Computer hardware and software programs, which include internet applications and GIS.
- Basic site planning design principles.
- Principles and practices of research and data collection.
- Recent developments, current literature, sources of information, and research techniques related to planning, community development, affordable housing and other community issues.
- Good verbal and written communication skills.
- Safe driving principles and practices.

Planner II will additionally have the following knowledge of:

- Well developed planning principles and practices.
- Pertinent Federal, State and local laws, codes and regulations including subdivision, land use, and zoning regulations, codes, ordinances and laws.
- Statistics, drafting and graphic presentations.

Skill or ability to:

- Operate modern office equipment including computer equipment.
- Operate a motor vehicle safely.
- Plan and organize comprehensive research and write technical reports
- Work on several projects or issues simultaneously
- Attend to details while keeping big-picture goals in mind.
- Communicate effectively both orally and in writing and make presentations to a range of audiences
- Establish and maintain good working relationships with other employees, officials and the public.
- Learn to interpret, and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions including land use, subdivision, and zoning regulations, and other related community development issues
- Oral communication and interpersonal skills to explain rules and procedures clearly to the public.
- Creative problem-solving skills to gather relevant information to solve vaguely defined practical problems.
- Work independently or in a team environment as needed.
- Understand and follow oral and written instructions.
- Creative problem-solving skills to gather relevant information to solve practical problems.
- Enforce ordinances and regulations effectively and tactfully.

Planner II will additionally have the following skill or ability to:

- Interpret, and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions including land use, subdivision, and zoning regulations, and other related community development issues.
- Facilitate groups during community workshops.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations.

Physical Demands:

This position generally works in a standard office environment with some exposure to outdoors; must be able to travel to different sites and locations.

Safety

Performs all functions in the safest possible manner and according to policies and procedures. Participates fully

with safety trainings. Reports unsafe work conditions and practices, work-related injuries, illnesses, and near-misses as soon as possible to assigned supervisor.

Minimum Qualifications (Education, Experience and Training):

This position requires a minimum of a Bachelor's degree from an accredited college or university with major coursework in urban planning, economics, public or business administration or other related field AND one year of specialized professional, technical experience in a planning related field (Planner I) or two years of professional planning experience in a public agency (Planner II). Other relevant combinations of education and work experience may be evaluated on an individual basis.

License or Certificate:

Must possess a valid driver's license with acceptable driving record at the time of hire and have the ability to obtain a valid MT driver's license within six months of hire.

Supervision Received:

General supervision or direction from Community Development Director

Supervision Exercised:

Planner I – exercises no supervision; Planner II – may exercise technical and functional supervision over technical and clerical staff.

<p>The specific statements shown in each section of this position description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.</p>
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