

CITY OF HELENA



Position Title: Senior Planner

Department: Community Development **Division:** Administration

Grade: 149

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:

This position is responsible for providing a high level of support and assistance for the planning, management, operation and oversight of the Community Development Administration/Planning Division services and activities including those related to subdivisions, zoning, land use and development and other related activities.

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.*

Administrative:

This position assists with the development, coordination and implementation of goals, objectives, policies, budget and priorities for the division and assumes management responsibility for the division program services and activities. The incumbent will continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures, identify opportunities for improvement, review suggestions with the Director and directly implement approved improvements as assigned. When requested, this position represents the City, Planning Division and/or Community Development Department to other committees, governmental agencies and the City Commission on a variety of issues; and negotiates and resolves sensitive, significant and controversial issues. The incumbent may also be asked to provide staff assistance to the department director, City Manager and/or City Commission by preparing and presenting staff reports and other necessary correspondence.

Planning:

This position will review, schedule and process use permits, variances, zoning and subdivision application; prepare technical reports dealing with zoning and planning issues; and provide recommendations; and assist in planning and review the work of other division staff responsible for providing planning services. The incumbent will conduct public presentations before various citizens' groups, advisory groups, neighborhood groups and other service organizations, informal committees and schools. They will also confer with private citizens, developers and various government representatives or agencies regarding planning processes, land use changes, and issues relating to community development.

The incumbent will pursue alternative funding sources for special projects, research availability of grants, prepare grant applications and administer grants for various city projects. They will organize multi-media campaigns and public educational programs for special events including preparing press releases, newspaper articles and photographing objects for publication. When assigned, they will negotiate contracts with consultants for various special projects within the department.

The positions is responsible for conducting planning studies, research, analysis and interpretation of social, economic, population and land use data and trends and developing and presenting reports and recommendations on planning issues. They are also responsible for developing, administering and implementing the Growth Policy and its updates, integrating the Plan into all land use proposals and regulations. The incumbent will also serve as the City Floodplain Administrator.

Essential Knowledge, Skills and Abilities Related to this Position:

Knowledge of:

- Operational characteristics, services and activities of a comprehensive planning program including development and administration.
- Analytical techniques, statistics, drafting and graphics.
- Alternative revenue sources, grant writing and grant administration.
- Advanced theories, principles and practices of current and advanced planning.
- Pertinent Federal, State and local ordinances, codes and regulations.
- Principles and practices of data collection and report preparation.

Skill or ability to:

- Operate modern office equipment and software.
- Analyze problems, identify alternative solutions, project consequences or proposed actions and implement recommendations in support of goals.
- Prepare clear and concise administrative and financial reports.
- Interpret and apply the policies, procedures, laws and regulations pertaining to assigned programs and functions.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain and foster positive and harmonious working relationships with those contact in the course of work.

Physical Demands:

Ability to sit, stand, walk, talk, hear, see and travel to different locations.

Minimum Qualifications (Education, Experience and Training):

This position requires a minimum of six years of increasingly responsible planning experience and a Bachelor's from an accredited college or university with major course work in planning, environmental studies, geography or a related field; A Master's degree is preferred. 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:

Supervised by the Community Development Director.

Supervision Exercised:

May supervise lower planning staff at the direction of the department director.

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.