



# Position Description

**Job Title:** Planner I

**Location:** City of Polson, MT

**Job Type:** Full Time

**Rate of Pay:** Starting \$22-26 DOE

**Normal Working Hours:** 8:00 a.m. – 5:00 p.m.

**Overtime:** Paid as compensatory time as needed

**Department:** Planning and Building Departments

**Reports To:** Community Development Director

## GENERAL PURPOSE

This full-time position will play an essential role in shaping land use, transportation routes and priorities, as well as municipal infrastructure planning. This position demands an understanding of planning principles and land use regulations, and involves a broad range of responsibilities including technical reviews, public interaction, and administrative duties. The ideal candidate will be adaptive, eager to learn, and ready to engage in transformative departmental practices to enhance efficiency and improve customer service.

## ESSENTIAL FUNCTIONS:

- **Zoning and Land Use Management:** Provides assistance with zoning enforcement and interpretation to guide land development projects.
- **Comprehensive Permit Review:** Perform assessment and review of various permit applications, including but not limited to, zoning conformance, building, lakeshore, floodplain, excavation, fence and sign permits.
- **Fee Assessment:** Calculate and assess appropriate development fees, including building and zoning permit fees, subdivision review fees, impact fees, and fees for the connection to municipal facilities.
- **Application Tracking:** Oversee the tracking of all permit applications from submission to approval and project completion.
- **Customer Service:** Provide frontline customer service including front counter, email and phone regarding zoning, land use, and permit processes. Assessing, handling and receipting of permit and application fees will be required along with accounting best practices and principles.
- **Administrative Support:** Handle day-to-day administrative tasks to support building and planning operations such as application intake, appointment scheduling, and records maintenance.
- **Community Engagement:** Participate in community meetings and workshops to gather public input and explain planning initiatives.
- **Software and Procedural Adaptability:** Willing to learn new software, adapt to and participate in procedural changes aimed at streamlining departmental processes.
- **GIS Engagement:** Utilize ArcGIS in planning and development projects to analyze data and produce spatial representations of land-use proposals.



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## DESIRED MINIMUM QUALIFICATIONS

### Education and Experience:

- Associate or bachelor's degree in Planning, Geography, Public Administration, or a closely related field;
- An alternative combination of formal education and work experience that provides the professional expertise necessary to perform essential functions of position.

## KNOWLEDGE, SKILLS, AND ABILITIES

- Comprehensive understanding of land use principles, policies, and regulations.
- Understanding of accounting best practices and principles.
- Familiarity with GIS, Microsoft Office, and other planning-related software including the willingness to learn new software, adapt to and participate in procedural changes.
- Effective verbal and writing communications skills.
- Effective customer service and conflict resolution skills.
- Excellent organizational skills and ability to handle multiple tasks simultaneously.

## 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in an office setting. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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## SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

## EQUAL OPPORTUNITY EMPLOYER

The City of Polson is an equal opportunity employer and does not discriminate on the basis of race, religion, color, creed, national origin, sex, marital status, family status, religious beliefs, age or mental/physical disability unless such disability effectively prevents the performance of the essential duties required of the position and which are bona fide occupational qualifications that cannot be accommodated without undue hardship to the City of Polson. By signing this document, the employee acknowledges the duties and responsibilities contained within as well as has received, read and understands the contents of this document. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee

Signed \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Attest:

Supervisor

Signed \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_