



Grade: 600
Salary Range: \$59,200-\$88,800

Associate Planner Job Description

Assist in the activities associated with processing land use applications, informing the public of planning regulations and procedures, conducting research and analysis for various planning activities, and drafting updates to the City's Municipal Code and Zoning Map Amendments.

This position works under the supervision of the Senior Planner or Community Development Director.

Essential Functions

Provides customer service regarding general information related to zoning and development review processing to the public via telephone, front counter and/or e-mail communications

Reviews and analyzes applications concerning the City's regulations, requirements of service providers, and good planning practices

Advises residents, applicants, other department staff, and Board and Commission members on zoning and planning regulations, and policies and procedures

Works in regional program areas relating to water resource planning, community development, hazard mitigation, and others

Performs field inspections to gather data relevant to the development review process and/or to verify that development projects comply with approved plans

Reviews, interprets, and analyzes permits and other administrative applications for compliance with zoning requirements

Reviews sites for verification of development completion according to approved plans

Attends meetings and makes presentations to appropriate boards or commissions, including the Planning and Zoning Commission, Board of Adjustment, City Council, and Urban Renewal Authority.

Drafts and processes amendments to the City's Zoning and Subdivision Ordinance, and Zoning Map

Performs other duties and responsibilities as assigned, which may include evening and weekend meetings/activities.

Requirements

Well-developed knowledge of planning principles and practices

Knowledge of Colorado Statutes relative to planning and other state and federal land-use laws, typical development regulations governing zoning, subdivisions, and flood-plain management

Knowledge of effective writing techniques

Microsoft Office Products (Word, Excel, PowerPoint)

Working knowledge of Geographical Information Systems (GIS) and/or other planning-related applications is desirable

Strong written, oral, and interpersonal skills to facilitate presentation of reports to various boards and commission

Be a decisive and strong communicator with the ability to deal effectively with staff and citizens

Ability to facilitate in-person and virtual public participation activities

Establish and maintain effective working relationships with those contacted in the course of work

Creative problem-solving skills to gather relevant information to solve less well-defined practical problems

Ability to review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions

Ability to work on several projects or issues simultaneously

Ability to work independently or in a team environment as needed

Minimum Qualifications

Bachelor's degree from an accredited college or university in planning or a related field. Master's degree in city planning or related field preferred. Prefer two (2) years of progressively responsible local government experience in land use, urban planning, and comprehensive planning; or an equivalent combination of education, training, or work experience that produces the knowledge, skills, and abilities to perform the essential duties and responsibilities of the position. American Institute of Certified Planners (AICP) certification preferred.