

Date Posted: 11/1/18

Applications accepted until: 12/2/18

Elbert County is an Equal Opportunity Employer

If interested, please submit application and resume to:

Elbert County Human Resources Department

PO Box 7, 215 Comanche St., Kiowa, CO 80117

Email: dianna.hiatt@elbertcounty-co.gov

For more information, please call 303-621-3150



Land Use Jr. Planner

Department: Community & Dev. Services

Salary: \$45,000-\$55,000/year

Approved: November 2018

FLSA: Non-Exempt

SUMMARY OF DUTIES

Performs technical review of land use applications; prepares and presents staff reports to the Planning Commission and may present Board of County Commissioners (BOCC); provides customer service to citizens, landowners and developers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides information regarding planning and zoning questions;
- Provides assistance and consultation from pre-application design through implementation facilitating timely completion;
- Evaluates and processes land use applications and plans for completeness and conformity to County land use regulations;
- Makes field visits and investigations pertaining to planning projects;
- Writes and presents staff findings with staff recommendations to the Planning Commission and BOCC at public meetings;
- Prepares public hearing notices;
- Prepares maps, tables, charts and graphic presentations;
- Provides periodic review of County planning, zoning and subdivision regulations and makes appropriate recommendations regarding amendments;
- May attend professional group meetings to stay abreast of new trends and innovations in the field as schedule and funding permits;
- Maintains confidentiality of information consistent with applicable federal, state and county rules and regulations;
- Assists Director in development of department procedures and organization;
- Performs other duties as assigned.

EDUCATION, EXPERIENCE AND QUALIFICATIONS

- Bachelor's degree in Urban and Regional Planning or a closely related field and three years of experience in land use planning, or Master's degree in Urban and Regional Planning or a closely related field and two years of experience in land use planning. *(Any combination of experience that would likely provide the required knowledge, abilities and certification will qualify. A typical way to obtain the knowledge and abilities would be six years of increasingly responsible experience in land-use planning or related field.)*

- American Institute of Certified Planners (AICP) certification is desired.
- Knowledge of federal, state and local laws pertaining to a wide variety of planning topics;
- Knowledge of the theory, principles and techniques of the planning profession and development process including residential, commercial, industrial and mixed-use developments;
- Ability to read, analyze and interpret county and state land use regulations, studies, reports, land development plans/plats, technical procedures, governmental regulations, architectural, building, construction and site plans;
- Ability to research, prepare and analyze technical reports, including the ability to collect data, establish facts, and draw valid conclusions;
- Ability to understand and manage sensitive or controversial political situations;
- Ability to exercise sound and independent judgement within policy guidelines;
- Ability to work individually or in a team environment;
- Ability to consider a situation from many competing points of view;
- Ability to establish and maintain positive community relations and interact effectively with citizens, staff, BOCC, Planning Commission, various officials and organizations;
- Ability to prioritize and perform a variety of tasks while providing superior client service;
- Good written and oral communication skills, including writing, editing and preparing land-use documents, staff reports and presenting information at public meetings;
- Effective negotiation, problem solving and organizational skills with high attention to detail;
- Must have analytical and decision making skills and be able to clearly communicate them;
- Valid Colorado Driver’s License with acceptable Motor Vehicle Record;
- Must be able to pass a criminal background check;
- This is a safety sensitive position that is subject to random drug testing.

PHYSICAL EFFORT, WORK ENVIRONMENT:

- Primarily works indoors in a controlled, standard office environment;
- Field visits may require working during inclement weather conditions;

Physical Requirements for Position

Driving:	Frequently
Balancing:	Occasionally
Bending/Stooping:	Frequently
Twisting:	Frequently
Squatting/Crouching:	Frequently
Kneeling:	Frequently
Crawling:	Occasionally
Climbing Stairs:	Frequently
Climbing Ladders:	Occasionally
Reaching at shoulder level:	Frequently
Reaching below shoulder level:	Frequently
Reaching above shoulder level:	Frequently
Standing/Walking:	Frequently
Position requires sitting for extended periods of time	
Lifting:	1 lb minimum/50 lbs maximum
Carrying:	1 lb minimum/50 lbs maximum
Push/Pull:	1 lb minimum/50 lbs maximum