

**CITY OF LEADVILLE, COLORADO
PLANNER I**

FLSA STATUS:	EXEMPT	SUPERVISOR:	PLANNING DIRECTOR
DEPARTMENT:	PLANNING	REVISION DATE:	03-11-2024

Reports To:

Planning Director

Job Definition:

The Planner I provides entry-level professional city planning work. An employee in this classification is responsible for assisting with a wide range of city planning functions. Duties vary depending on specific needs of the department.

Essential Duties:

- Respond to e-mails, phone calls, and in-person inquiries from the general public regarding various zoning, subdivision, historic preservation, land use, development, and code enforcement matters.
- Communicate and interpret the city’s subdivision and zoning code to the general public, including development regulations for the city’s National Historic Landmark District.
- Maintain essential records in digital and hardcopy format.
- Keep minutes of the Planning and Zoning Commission meetings.
- Perform research, collect and analyze various statistical and/or technical data related to planning projects.
- Interpret local, state and federal laws, regulations and guidelines as they relate to assigned responsibilities and stay up-to-date on various legislative changes.
- Provide assistance and information to city and county departments, contractors and the general public regarding a wide range of planning functions, and other related areas.
- May assist in or conduct the review and monitoring of programs, projects and applications to ensure compliance with various codes, plans, agreements, agency policies and procedures, and rules and regulations.
- May assist with developing code amendments, regulations, policies and procedures.
- May participate in activities related to process improvement.
- May consult with other departments or agencies on right-of-way issues
- Establish and maintain effective working relationships with City officials, employees and the general public.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings.
- Perform other related duties as required.

**CITY OF LEADVILLE, COLORADO
PLANNER I**

Additional Duties:

- Receive, review, and process administrative and quasi-judicial land use applications, including Site Plan, Conditional Use Permit, Certificates of Appropriateness, Building Permit, and various Subdivision applications.
- Review a wide variety of development and subdivision plans, including but not limited to conceptual, sketch, preliminary, final, site, grading, landscaping, floor, roof, architectural elevations, construction management, three-dimensional modeling, renderings, civil engineering, surveys, plats, easements.
- Conduct onsite inspections of development, building, and subdivision projects prior to, during, and after demolition and construction.
- Attend evening meetings when necessary, including Planning and Zoning Commission, Historic Preservation Commission, and City Council.
- Write staff reports and memos to the Planning and Zoning Commission, Historic Preservation Commission, and City Council evaluating proposed land use applications with city code and adopted guidelines and standards.
- Give presentations to the Planning and Zoning Commission, Historic Preservation Commission, and City Council.

Supervision Exercised:

No supervisory responsibilities.

Independence of Action:

Work is performed in accordance with legal requirements, standard practices and methods requiring initiative to complete recurring assignments independently and judgment to determine which of many methods are applicable in any given situation.

Communication/Working Relationships:

Strong written and verbal communication skills with the ability to effectively communicate and interact with all levels of the city, outside agencies, and the general public in a positive and cooperative manner. Maintain strong working relationships with supervisor, co-workers and members of the community.

Knowledge, Skills and Abilities:

Knowledge of:

- Applicable federal, state, and local laws, regulations, policies, and procedures including principles and practices of public planning.
- Research techniques.
- Applicable computer software.
- Knowledge of the principles and practices of city planning.
- Knowledge of a relevant specialization such as land use/zoning, transportation planning, environmental planning, urban design, housing, historic preservation or economic development is desired.
- Knowledge of principles and practices of research and data collection.
- Knowledge of effective writing techniques.
- Statistical, algebraic, or geometric knowledge and ability to apply such knowledge in practical situations.

**CITY OF LEADVILLE, COLORADO
PLANNER I**

- Knowledge of computer programs and applications, which may include Microsoft Office, Internet applications, and database management.
- GIS programs and applications.

Skill in:

- Graphic and statistical presentations.
- Use and operation of a personal computer, applicable software, and geographical information systems.
- Customer service, including handling sensitive and difficult issues with tact and patience.
- Attention to detail and accuracy.
- Time management, organization, and problem-solving.
- Oral communication and interpersonal skills to explain rules and procedures clearly to the public.
- Creative problem-solving to gather relevant information to solve practical problems and address citizen inquiries and concerns.
- Working on several projects or issues simultaneously.
- Effective written and verbal communication.

Ability to:

- Interpret and apply principles, guidelines, and concepts.
- Work with interested citizen groups and other members of the general public.
- Conduct research and analysis.
- Review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions.
- Write concise reports and keep accurate records.
- Assist with making public presentations.
- Attend to details while keeping big-picture goals in mind.
- Deliver excellent customer service in a timely manner.
- Establish and maintain effective working relationships.
- Effectively persuade, inform, educate, train, solicit information, motivate and direct a wide variety of individuals or groups.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position.
- Physically perform the essential job functions of the classification.

Minimum Qualifications:

Bachelor's Degree in city planning, architecture, engineering, historic preservation, or related field.

Minimum Experience:

0-3 years

Language Skills: Ability to read, write and speak English fluently. Ability to respond to city employees, other agencies or authorities, or members of the public.

**CITY OF LEADVILLE, COLORADO
PLANNER I**

Preferred Qualifications and Experience: Master’s Degree in city planning, architecture, engineering, historic preservation or related field, American Institute of Certified Planners (AICP) certification, experience with drafting and plan review, professional experience in historic preservation, bi-lingual Spanish speaking skills, and experiences with Geographic Information Systems (GIS).

Physical Demands and Work Environment:

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. 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 of this position.

The position is primarily administrative in nature, working indoors, completing tasks such as phone calls, emails, reading and reviewing reports, papers, and other documents, typing, filing, writing reports, correspondence and other documents. This portion of the job will require sitting, walking, bending, kneeling, standing, hearing, speaking, and lifting boxes up to 20 pounds occasionally. Specific vision abilities required by this position include close, distance, and the ability to adjust focus. Some work outdoors for site inspections will be required.

Frequency Guide			
Rarely (R)	Occasionally (O)	Frequently (F)	Constantly (C)
Less than - 5%	6 – 30%	31% - 70%	Over 70%
Physical Task	Frequency	Physical Surroundings	Frequency
Sitting	F	Extreme Temperatures	R
Standing	F	Inside Work	C
Walking	F	Outside Work	O
Running	R	Walking on uneven surfaces	O
Stooping	O	Working at height	R
Kneeling	O	Other:	
Squatting	O		
Climbing	R	Environmental Conditions	
Balancing	O	Exposure to Chemicals	R
Reaching	O	Exposure to Gases/Fumes/Dust	R
Grasping	C	High Noise Levels	R
Fingering	C	Moderate Noise Levels	O
Handling	C	Vibrations	R
Visual Acuity Near	F	Work in Traffic	R
Visual Acuity Far	O	Local Travel	O
Depth Perception	R	Out of Town Travel	O
Color Discrimination	O	Other:	
Peripheral Vision	O		
Talking	C		
Hearing	C		
Light/Power Equipment Ops	R	Weight of Objects Moved	
Heavy Equipment Operation	R	Over 100 pounds	R
Other:		Over 50 Pounds	R

**CITY OF LEADVILLE, COLORADO
PLANNER I**

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Compensation:

The Planner I position is a full-time position and requires a minimum of 40 hours a week, including occasional attendance at evening public meetings. The pay range is \$55,000 - \$65,000 per year, depending on experience and qualifications. This position is authorized to work remotely two (2) days per week, after approval and coordination with the employee's supervisor.

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.