



# FLATHEAD COUNTY, MONTANA

## Position Vacancy Announcement

POSITION: PLANNER II

DEPARTMENT: PLANNING & ZONING

If you have any questions about this position vacancy please call: 406-751-8200

NUMBER OF POSITIONS OPEN: 1

<input checked="" type="checkbox"/> FULL TIME	<input checked="" type="checkbox"/> REGULAR (YEAR ROUND POSITION)	TRAINING WAGE:	<u>\$25.08</u>	<u>per hour</u>
		STARTING WAGE:	<u>\$26.34</u>	<u>per hour</u>
<input type="checkbox"/> PART TIME	<input type="checkbox"/> SEASONAL	SALARY AT:		
		1 Year Step	<u>\$27.40</u>	<u>per hour</u>
		2 Year Step	<u>\$28.49</u>	<u>per hour</u>
		3 Year Step	<u>\$29.06</u>	<u>per hour</u>
	<input type="checkbox"/> TEMPORARY			

VISIT [https://flathead.mt.gov/human\\_resources/downloads.php](https://flathead.mt.gov/human_resources/downloads.php) FOR BENEFIT INFORMATION.

SEE ATTACHED JOB DESCRIPTION.

Additional information:

The Flathead County Planning & Zoning office would consider hiring a Planner I with a pay matrix as follows:  
Training Wage - \$22.23 Starting Wage - \$23.41 DOE Please call if you have any questions.

APPLY FOR THIS POSITION AT FLATHEAD COUNTY'S WEBSITE:

[https://flathead.mt.gov/human\\_resources/apply/](https://flathead.mt.gov/human_resources/apply/)

ALL COMPLETED APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY THROUGH FLATHEAD COUNTY'S WEBSITE BY 5:00 PM ON THE CLOSING DATE. Paper, faxed or email applications will not be accepted.

Flathead County's pre-employment process includes reference checks and criminal history checks. A record of criminal conviction will not necessarily bar you from employment. Depending on the position, the pre-employment process may also include skill testing and drug/alcohol testing.

FLATHEAD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

*Flathead County is an equal opportunity employer. Flathead County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

*This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. 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 change.*

<b>Job Title:</b>	Planner II	<b>Job Code:</b>	10660
<b>Department:</b>	Planning & Zoning	<b>Pay Grade:</b>	Std 33
<b>Reports to:</b>	Planning Director	<b>FLSA Status:</b>	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt

**Department Overview:** The Flathead County Planning & Zoning Office provides technical planning assistance to Flathead County and is administered by the Board of County Commissioners. The primary responsibilities include assisting in all facets of long range Community and Neighborhood planning, Zoning Administration and Subdivision Review. This office also administers the Flathead County Lakeshore Protection Program and Flathead County Floodplain Program.

**Job Summary:** Performs professional long range and current planning work. Duties include oversight of current and long range planning to ensure these services and policies are effective, transparent, and comply with departmental goals and the law; administration and enforcement of land use, subdivision, zoning, lakeshore, and floodplain regulations; and reviewing land development projects. The position also conducts studies, research, data collection, information, and analysis for the public, interested parties and other agencies.

**Essential Functions (Major Duties or Responsibilities):** *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Plans and participates in projects which may include updating zoning and subdivision regulations, developing urban growth management policies and innovative land development controls for rural and urban areas, participating in comprehensive and area-wide planning projects, reviewing and preparing reports on subdivision plats, zoning, site plans.
- Assists in the preparation of grant assistance applications, transportation planning, zoning and redevelopment.
- Prepares, reviews and analyzes data and formulates recommendations in the form of staff reports on planning problems or programs, confers with county and other officials concerning program and plan development, conducts a variety of research projects such as economic population analysis, fiscal impact studies or any specialized research as required.
- Attends board and committee meetings relative to project work, provides information and/or meets with civic groups or individuals to explain general planning goals or specific projects, prepares communications and documents regarding planning board recommendations and actions.

- May supervise one or more subordinate planning personnel.
- Duties also include assisting in enforcement of such planning codes as zoning regulations, subdivision regulations, floodplain regulations and lakeshore regulations, and performs technical work using the Geographic Information System (GIS).
- Operates a County vehicle on a weekly basis.

**Non-Essential Functions:**

- Perform other duties as assigned including but not limited to attending staff or safety meetings, providing backup for other staff, participating in training, etc.

**Physical Demands and Working Conditions:**

- The employee is constantly required to use hands to handle or feel objects and to keyboard.
- Frequently required to sit, talk, write, listen and read.
- The employee may infrequently be required to stand, walk, climb, balance, stoop, kneel, crouch or crawl and reach with hands and arms.
- The employee is infrequently required to lift and/or move up to 25 pounds.
- The noise level of the building is usually moderate; however employee is occasionally subjected to loud equipment noise.
- Long range and current planning work that is subject to public scrutiny and frequent change.
- A working environment that is subject to frequent interruptions.
- Work primarily during normal business hours with frequent evening and occasional weekend commitments.
- Work in an office and public administration environment.
- Requires travel by auto to meetings and development sites.
- Work performed in the community is sometimes subject to conditions that range from inclement weather to dangerous conditions such as snow/ice, cold, heat, noise, wetness/humidity, vibration, sudden temperature changes, and poor illumination at the job site or due to travel on the job.

**Supervision Exercised:** The primary function of this job is not in a supervisory capacity.

**Knowledge, Skills, and Abilities:**

The job requires knowledge of:

- Principles and practices of planning and zoning.
- Provisions of state and local laws and regulations affecting planning, land subdivision and zoning.
- Statistics, drafting, and graphic presentations.
- Computer applications related to planning.

The job requires skill in:

- Providing a customer oriented, professional and impartial demeanor in a variety of environments associated with enforcement duties.

- Organization of electronic and paper records and quantifying workload indicators and performance measures.
- Multi-tasking and self-disciplined follow-through.
- Clear, effective and audience-appropriate verbal and written communications.

The job requires the ability to:

- Direct and supervise the work of others.
- Rapidly learn provisions of state and local laws and regulations affecting planning, land subdivision and zoning.
- Formulate recommendations.
- Plan and organize comprehensive research and write technical reports.
- Communicate effectively both orally and in writing.
- Safely operate a Flathead County vehicle.
- Establish and maintain working relations with other employees, officials, and the general public.

**Education and Experience:**

The job requires a Bachelor's Degree in urban or regional and community planning or related field with two years of professional experience in planning; or any combination of education and experience which indicates possession of the knowledge skills and abilities listed.

Action	Date	Reference
Adopted	02/13/2001	Commissioners' Minutes
Adopted grade change per salary survey recommendation	09/20/2006	Commissioners' Minutes
Revised	7/1/2014	HR Salary Recommendation Transmittal Signed 5/28/2014
Revised	8/24/2016	Commissioners' Minutes
Adopted	06/19/2017	Position Grade Changes Effective 7/1/2017 (FY18)

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<b>Job Title:</b> Planner I	<b>Job Code:</b> 10670
<b>Department:</b> Planning & Zoning	<b>Pay Grade:</b> Stnd 29
<b>Reports to:</b> Planning Director	<b>FLSA Status:</b> <input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt

**Department Overview:** The Flathead County Planning & Zoning Office provides technical planning assistance to Flathead County and is administered by the Board of County Commissioners. The primary responsibilities include assisting in all facets of long range Community and Neighborhood planning, Zoning Administration and Subdivision Review. This office also administers the Flathead County Lakeshore Protection Program and Flathead County Floodplain Program.

**Job Summary:** Performs professional planning work both long range and current. Duties include oversight of current and long range planning to ensure these services and policies are effective, transparent, and comply with departmental goals and the law; administration and enforcement of land use, subdivision, zoning, lakeshore, and floodplain regulations; and reviewing land development projects. The position also conducts studies, research, data collection, information, and analysis for the public, interested parties and other agencies.

**Essential Functions (Major Duties or Responsibilities):** *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Assists in the implementation of various elements of the Growth Policy and Neighborhood Plans, reviews documents for conformance with standards and refers discrepancies and recommendations to supervisor.
- Assists in the preparation of staff reports for various boards, land commissions pertaining to administrative applications for zoning and re-zoning, subdivisions, etc.
- Makes preparations for and attends board and committee meetings relative to project work.
- Writes progress reports, makes follow-up contacts to evaluate completed planning projects and assists in preparation of materials for publication.
- Performs surveys and technical studies, literature and field research.
- Provides information to the public and answers questions relative to planning programs and ordinances.

- Performs work related to administration and implementation of various regulatory documents, including enforcement, site inspections, permit processing etc.
- Operates a Flathead County vehicle on a weekly basis.

**Non-Essential Functions:**

- Perform other duties as assigned including but not limited to attending staff or safety meetings, providing backup for other staff, participating in training, etc.

**Physical Demands and Working Conditions:**

- The employee is constantly required to use hands to handle or feel objects and to keyboard.
- Frequently required to sit, talk, write, listen and read.
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**Supervision Exercised:** The primary function of this job is not in a supervisory capacity.

**Knowledge, Skills, and Abilities:**

The job requires knowledge of:

- Principles and practices of planning and zoning.
- Research methods and techniques used in planning.
- Statistics, drafting, and graphic presentations.
- Computer applications related to planning.

The job requires skill in:

- Providing a customer oriented, professional and impartial demeanor in a variety of environments associated with enforcement duties.
- Organization of electronic and paper records and quantifying workload indicators and performance measures.
- Multi-tasking and self-disciplined follow-through.
- Clear, effective and audience-appropriate verbal and written communications.

**The job requires the ability to:**

- **Rapidly learn provisions of state and local laws and regulations affecting planning, land subdivision and zoning.**
- **Communicate effectively both orally and in writing.**
- **Plan and organize comprehensive research studies.**
- **Conduct research and write technical reports.**
- **Formulate recommendations.**
- **Establish and maintain effective working relationships with other employees and the general public**
- **Safely operate a Flathead County vehicle.**

**Education and Experience:**

**The job requires a Bachelor’s Degree in planning or related field with a minimum of one year experience in planning or a related field; or any combination of experience and training which indicates possession of the knowledge, skills and abilities listed.**

<b>Action</b>	<b>Date</b>	<b>Reference</b>
Adopted	02/13/2001	Commissioners’ Minutes
Revised	02/20/2014	Commissioners’ Minutes
Revised	07/01/2014	HR Salary Recommendation Transmittal Signed 5/28/2014
Revised	08/24/2016	Commissioners’ Minutes