

CITY OF GREAT FALLS

JOB DESCRIPTION

CLASS CODE: 423

**FLSA STATUS:
EXEMPT**

PAY RANGE: 41

PLANNER I

NATURE OF WORK: Performs entry level professional work in the Department's current planning program, while providing support for special long range projects, the Department's Community Development Block Grant program and the City-County Historic Preservation Advisory Commission. Work varies, requires individual judgement in variation from standards and procedures. Work is performed under general supervision.

ESSENTIAL FUNCTIONS OF WORK (May not included all duties performed):

- Provides zoning information to the public, property owners, and development interests.
- Reviews site plans for development, proposed subdivision plats, and home occupation requests; issues zoning permits; and inspects projects under construction for zoning compliance.
- Gathers and analyzes planning-related data for projects as assigned.
- Prepares maps, charts, graphs, other illustrative material related to development projects or long range planning projects.
- Prepares staff reports on development projects for presentation to the Planning Advisory Board, Design Review Board, Board of Adjustment, local/state/Federal agencies, special interest groups, civic groups, general public, etc.
- Provides staff support, as assigned by supervisors, to the City-County Historic Preservation Advisory Commission.
- Assists the City in completion of planning requirements for the Community Development Block Grant Administration program.
- Provides information to contractors, homeowners, organizations, businesses, government agencies/departments and the general public as requested.

PLANNER (continued)

REQUIREMENTS OF WORK:

- Work is conducted in a fast-paced office environment. Incumbent must be able to work in a team environment and collaborate with other planners and building inspectors to achieve desired outcomes.
- Because of financial investments that are being made in the development process, it is important that zoning information be conveyed accurately and in a timely fashion. Attention to detail is very important.
- Incumbent must have excellent communication skills and possess the ability to clearly communicate planning concepts in meetings with applicants as well as in more formal presentations to boards and commissions.
- Incumbent must also possess polished writing skills in the creation of memos as well as board and commission staff reports.
- Employee must perform light physical work and to lift and carry up to 25 pounds; the ability to stand, walk, sit, bend, twist, reach, kneel, ride and perform similar body movements; the possession of hand/eye coordination sufficient to operate a personal computer, office equipment and a motor vehicle; the ability to talk and hear in person or by telephone; and the ability to see and read instructions and reports.
- Performs related duties as required.

DESIRED MINIMUM TRAINING AND EXPERIENCE: Any combination of training and experience equivalent to graduation from a four-year college or university with major course work in planning, civil engineering, architecture, historic preservation, or a related field, and at least two years of planning or related experience. A Master's degree may substitute for experience. Mainframe and personal computer experience (Microsoft Office suite) with GIS knowledge, are essential.

NECESSARY SPECIAL QUALIFICATIONS:

Possession of a valid Montana driver's license is required.

Benefits

Health Insurance – *City capped contribution of \$783/month, employee contributions towards premiums vary depending on type of coverage selected (single coverage - \$44.54/month paid by employee; employee & spouse coverage - employee pays \$117.14/month; employee & children coverage - employee pays \$111.22/month; family - employee pays \$153.78/month). \$25 co-pay; includes medical, dental and vision. Additional benefit paid by the City but not added into the base for retirement enhancement.

Retirement - mandatory enrollment through Public Employees Retirement System (PERS); vested after five years of service. Employee contributes 7.9% of gross pay to PERS; the City contributes 8.37%. *The City's health insurance contribution of \$783/month is added to gross pay for retirement benefits only - retirement contributions on the \$783 are paid by the employee and employer, the \$783 is then deducted from gross pay so it does not affect an employee's hourly rate of pay.

Within one year of hire, employee must choose to have funds established in either the Defined Benefit Retirement Plan (retirement benefit is based on percentage of highest average compensation and years of service credit) or Defined Contribution Retirement Plan (member selects investment options from those available under the plan and retirement benefit is based upon account balance – contributions plus investment earnings or losses, less administrative cost).

Holidays – 10 per year, 11 on election years.

Vacation – employee accrues 5 hours per pay period; eligible for use after six months of employment.

Sick Leave – employee accrues 4 hours per pay period; eligible for use after 90 days of employment.

FICA and Medicare - employer and employee contribute 7.65% of gross salary.

Optional:

- ▶ AFLAC – tax deferred plan for unreimbursed medical or daycare expenses.
- ▶ ICMA or Nationwide Retirement - tax deferred investment plan (bonds, stock market, savings).

Payperiods:

- 1st of the month through the 15th, paid on the 20th
- 16th of the month through the end of the month, paid on the 5th of the following month