

CITY OF GREAT FALLS

JOB DESCRIPTION

CLASS CODE: 423

**FLSA STATUS:
EXEMPT**

PAY RANGE: 43

PLANNER II

NATURE OF WORK: Performs long range planning work in the Department, while also providing support for current planning activities, transportation planning studies, and staff service for the Metropolitan Planning Organization. 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):

- Spearheads the Department's long range planning efforts by updating adopted comprehensive planning documents as well as tracking implementation of their recommended planning objectives.
- Works with planning staff to create new comprehensive planning projects to respond to development trends and other community development priorities.
- Works in collaboration with the Senior Transportation Planner to staff the Metropolitan Planning Organization.
- Performs special transportation studies as directed with a particular emphasis on improving alternative transportation options such as trails, on-street bicycle facilities, ADA compliance, and sidewalks.
- Provides general zoning information to the public and, as directed by supervisors, assists current planning staff in reviewing development proposals requiring permits or public hearing approvals.
- Gathers and analyzes planning-related data for projects as assigned.
- Prepares maps, charts, graphs, other illustrative material related to long range planning projects.
- Prepares staff reports on long range planning projects for presentation to the Planning Advisory Board, Metropolitan Planning Organization, City Commission, local/state/Federal agencies, special interest groups, civic groups, general public, etc.

PLANNER (continued)

- Provides information to contractors, homeowners, organizations, businesses, government agencies/departments and the general public as requested.

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 to achieve desired outcomes.
- Because projects are long-range in nature, must be able to work independently and make meaningful progress on initiatives with longer-term deadlines while staying abreast of more immediate responsibilities.
- Incumbent must have excellent verbal skills in order to clearly communicate about a wide variety of community development concepts in meetings with the public, stakeholder groups, and in more formal settings with 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 demonstrate a passion for the importance of comprehensive planning, active transportation options, and the value of placemaking in enhancing the community.
- 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, architecture, public policy, geography, or a related field, and at least three 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