

## City of Idaho Springs Job Description

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**POSITION TITLE:**      **Community Development Planner**

**DEPARTMENT:**        **Administration**

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### **POSITION SUMMARY**

The Community Development Planner works with the City Administrator performing land use, zoning, and short and long range planning functions for the City. This professional position shall be the primary point of contact for information flow among developers, engineers, City departments and applicants for all assigned projects to insure the exchange and forwarding of pertinent information to the Planning Commission and City Council. This is a non exempt hourly position.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Responsible for projects pertaining to the City's land use, planning, zoning, and community development.
2. Coordinate, review, and process development proposals including annexation, zoning, subdivision of land, variances, site planning, and related land use applications.
3. Present reports to commissions and councils regarding projects, plans, ordinances and other planning related matters.
4. Perform citizen outreach, providing liaison with various civic groups and the public when related to planning and community development. Assist with special projects and studies when necessary. Review and analyze project proposals for consistency with ordinances and general plan elements; prepare factual reports of proposed projects; evaluate plans and reports from other agencies.
5. Assist in updating various City guidelines and plans in conjunction with other departments and the City Council. This includes rezoning and annexation, Comprehensive Plan, Master Plan, Three-Mile Plan, Hazard Mitigation Plan, etc.
6. Assist to implement the planning and zoning objectives, policies, and priorities.
7. Administer and enforce the provisions of the City's 1041 Regulations and regulations for areas and activities of special interest.
8. Under general direction from the City Administrator, identify, apply for and administer grants related to planning and community development.
9. Maintain clear communication with applicants, provide guidance to facilitate compliance with City regulations and good planning practice with timely completion of projects.
10. Coordinate with staff and review agencies to ensure that the development review process is accurate and timely.
11. Meet with developers and citizens regarding significant development issues and maintain a good working relationship with the development community and citizens.
12. Present to the City Administrator amendments to the City Code, Comprehensive Plan and related plan documents or efforts when necessary.
13. Under policy direction from the City Administrator, represents the City in development and land use matters. Interacts with the public on an as-needed basis regarding City programs and projects.
14. Under direction from the City Administrator, presents agenda items for the City Council, Planning Commission, Historic Preservation Review Commission and other committees as required.
15. Provides professional advice to the Planning Commission, City Council, City Administrator and other City departments on planning, zoning enforcement, code enforcement, and related matters.
16. Interpret ordinances and regulations, with assistance of legal counsel as necessary, as they apply to applications.
17. Provides constructive feedback and collaborates on issues and solutions.
18. Attend all Planning Commission meetings. Attend Historic Preservation Review Commission and Variance Board meetings when necessary. Attend all scheduled Planning Commission or Council public hearings to present findings and make recommendations.
19. Coordinate planning and community development activities with outside agencies including Clear Creek County, Clear Creek County Economic Development Authority, Colorado Department of Transportation, Denver Regional Council of Governments, and Downtown Colorado, Inc.

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20. Perform any additional duties as may be required by the ordinances of the City or as directed by the City Administrator.

### **EXPERIENCE AND TRAINING**

Formal education: A Bachelor's degree from an accredited college or university in Urban and Regional Planning, Community Development, Public Administration or related field. Master's degree desirable.

Certificates and licenses: American Institute of Certified Planners (AICP) credential is preferred. Possess and maintain a valid Colorado Driver License.

Special training or experience: A combination of education and experience that could likely provide the necessary knowledge skills and abilities. Knowledge of and experience in design and planning principles, practices, and administrative procedures; legal aspects of planning, and planning for environmentally sensitive areas; and site planning and design. Minimum two years progressively responsible experience in municipal planning or government related experience.

Skill/Ability to: Provides excellent customer service; communicates courteously and responsibly; provides effective and efficient service both internally and externally. Read, understand and interpret State, Federal and local laws pertaining to planning and environmental issues; write clear, concise and accurate reports; prepare and present technical information at public meetings; read, understand, interpret and explain the Municipal Code; and related law. Creates and retains cooperative working relationships with staff, the general public, other department and agency staff and the City Council. Maintain ability to effectively work as staff across all planning, building and code enforcement job descriptions.

Physical Demands: While performing the duties of this position, the employee is frequently required to walk, stand, kneel, stoop, bend, lift, pull and push unassisted. Must be able to lift 25 lbs. unassisted.

### **REPORTING RELATIONSHIPS**

This position reports to the City Administrator and may supervise interns. This position requires occasional evening meetings and the ability to work a flexible schedule as needed.

Revised: February 2016