



Town of Eagle
Job Description/Role and Responsibilities
Planner I/Planner II

Position Title: Planner I/Planner II

Reports to: Town Planner – Community Development Director

Direct reports to this position: n/a

Pre-Hire Requirements: This position requires passing of a pre-hire drug test and successful completion of a criminal and motor vehicle record background check.

Job Summary: Depending on the qualifications of the candidate, this position will be filled at either the Planner I or Planner II level. The position performs a wide range of current and long range professional planning duties to effectively manage the growth and development of the Town. Duties include but are not limited to the formulation, implementation, and modification of the Town of Eagle's Land Use and Development Code and master plans. This position is also responsible for aiding other Town of Eagle departments with a variety of special projects. Other job related duties as assigned.

Essential Functions:

1. Perform planner-in-charge desk duties, including but not limited to, responding to inquiries from the public, applicants and other Town of Eagle departments regarding planning, zoning, land use regulations, and department procedures.
2. Assists with pre-application conferences discussing and interpreting regulations, plans, and policies related to proposed projects.
3. Manage public notification requirements.
4. Process, review and analyze land use applications, for compliance with applicable provisions of the Town's zoning code and applicable plans and policies.
5. Formulates recommendations, prepares and presents technical staff reports for assigned land use cases to appointed boards and elected officials.
6. Assists with the preparation of resolutions, ordinances and agreements related to land use applications.
7. Assists with facilitation of public meetings including the preparation of graphic materials for presentations of land use applications, community outreach efforts, and planning studies/reports.
8. Assists Town Planner with budget preparation, fiscal duties include calculating and tracking of pre-payments.

9. Coordinate activities with other departments, outside agencies, and the public as it relates to land use applications, code violations, or other special projects.
10. Enforces violations of the Town of Eagle's zoning and municipal codes
11. Researches, analyzes, drafts, and recommends amendments to the Town's zoning code and master plans.
12. Assists with the management of consultants hired to support the Town with planning projects.

Other Duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Core Competencies:

1. Communication Proficiency (verbal, written, and graphic)
2. Collaboration/Conflict Resolution Skills
3. Ability to work under pressure and adhere to deadlines
4. Good judgement
5. Professionalism and Leadership
6. Thoroughness, Detail Oriented, Strong organizational skills
7. Flexibility
8. Excellent customer service skills
9. Personal Effectiveness/Credibility
10. Financial Aptitude

Education, Training and Certifications:

Planner I

A minimum of a Bachelor's Degree in Urban/Regional Planning, Urban Design, Architecture, Landscape Architecture or a related field and up to one year of related experience.

Planner II

A minimum of a Bachelor's Degree in Urban/Regional Planning, Urban Design, Architecture, Landscape Architecture or a related field and a minimum of two-four years of experience in Municipal, County, or Regional Planning preferred.

Knowledge, Skill and Ability Requirements:

1. Knowledge of Microsoft Office Suite, internet, office management and record keeping skills required
2. Knowledge of financial practices of municipal accounting and budgeting
3. Knowledge of Adobe Creative Suite and GIS or similar graphics and analytics program is strongly preferred
4. Excellent written and verbal communication skills including the ability to interact with all levels of personnel, including the town Board of Trustees, town employees, applicants, and the public in a positive and cooperative manner

5. Knowledge of comprehensive and practical planning and development concepts
6. Knowledge of pertinent federal, state, and local laws, codes, and regulations
7. Knowledge and ability to provide quality customer service; willingness to actively look for ways to help people
8. Ability to think critically; using logic and reasoning to evaluate and resolve complex planning issues
9. Skilled at identifying alternative solutions, and providing conclusions or approaches to problems
10. Time Management; managing one's own time and the time of others
11. Ability to model Town of Eagle staff values of integrity, respect, commitment, responsibility, collaboration, and leadership
12. Supports and champions building and sustaining a culture focused on continuous improvement
13. Fosters innovative ideas and streamlines operations to provide meaningful value for customers and the community

Physical Requirements: 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Occasional driving for work required
- The employee is regularly required to use hands and arms to handle, feel, reach, type, enter data; and talk and hear
- The employee is frequently required to sit, stand, use computer monitor and keyboard, lift files, open filing cabinets and walk, bend, stoop, kneel, crouch, or balance
- Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, ability to adjust focus and computer monitor
- Frequently required to carry from 10lbs. up to 25lbs. such as, but not limited to, plans, paper boxes, etc.

Environment: We strive to foster a healthy environment; office conditions offer stand up desk option if desired.

Primary Work Environment – Office environment with some field work

Extreme Temperature – Seasonally

Wetness, Snow, Ice and Humidity – Seasonally

Mechanical and or Electrical Hazards – Rarely

Exposure to Communicable Diseases – Rarely

The employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Signature:

Date:

Print Name: