

CITY OF HELENA



Position Title: Planner I

Department: Community Development **Division:** Administration

Grade: 141

FLSA: Non-Exempt

The City of Helena is an equal opportunity employer. The City shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Purpose:

This position, under general supervision, performs a variety of technical and professional level work related to the Community Development Department's goals and objectives. The position receives oversight in carrying out planning, zoning, land use, grant administration and community development duties for the City of Helena. The position provides high level professional service when working with various internal and external stakeholders and resolves citizen questions and concerns.

Essential Duties: *These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.*

Planning & Community Development

This position, under general supervision, will be assigned duties in the field of zoning, land use, and development. The incumbent will provide assistance to developers, the business community and the public on planning, zoning, land use, permits, and development related matters. The position reviews or assists in the review of development proposals and site plans for conformance with codes, plans and regulations; and evaluates or assists in the evaluation of rezoning, ordinance amendments, site plans, conditional use permits, variances and other related proposals. Successful performance of tasks will require conducting research in specific or general project areas and being able to interpret and apply the applicable state, county, and local codes, ordinances and regulations.

This position will use research and data to prepare statistical reports and maps such as census information, land use, etc. The incumbent may assist in the development, administration and implementation of the Growth Policy and its updates. This position may also be asked to represent the division and City at various meeting regarding planning issues; or meet with applicants and other City staff members to discuss a variety of land use changes including pre-application meetings and other staff meetings with developers. The incumbent may also be asked provide information to the public regarding development regulations.

This position will have other general responsibilities in support of general community development activities. The areas the incumbent may assist with include, but are not limited to, activities such as economic development, affordable housing, community organization, and neighborhood development, improvement, and revitalization.

Grants Administration

This position will have responsibility, under general supervision, for grants administration and development of proposals for public and philanthropic funds. The incumbent will work with other city departments, non-profits and other entities to apply for, coordinate, and maintain relationships with grantors.

Essential Knowledge, Skills and Abilities Related to this Position:

Knowledge of:

- The principles and practices of planning and zoning.
- Computer hardware and software applicable to planning including GIS
- Basic site planning design principles.
- Research techniques related to planning, community development, affordable housing and other community issues.

Skill or ability to:

- Plan and organize comprehensive research and write technical reports.
- Attend to details while keeping big-picture goals in mind.
- Establish, maintain and foster good working relationships with other employees, officials and the public.
- Work independently or in a team environment as needed.
- Enforce ordinances and regulations effectively and tactfully.
- Facilitate groups during community workshops.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations.

Physical Demands:

Ability to work in a standard office environment with some exposure to outdoors; and ability to travel to different sites and locations.

Minimum Qualifications (Education, Experience and Training):

This position requires a minimum of a Bachelor's degree with major coursework in urban planning, economics, public or business administration, or a related field and one (1) year of specialized professional, technical experience in a planning related field. Other relevant combinations of education and work experience may be evaluated on an individual basis.

License or Certificate:

Must possess a valid driver's license with acceptable driving record at the time of hire and have the ability to obtain a valid MT driver's license within six months of hire.

Supervision Received:

General supervision from Community Development Director

Supervision Exercised:

None

The specific statements shown in each section of this position description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.