



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

This job description is intended to reflect core areas of responsibility and an incumbent employee’s knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.

Job Title:	County Planner	FLSA Status:	<input checked="" type="checkbox"/> Non-Exempt	<input type="checkbox"/> Exempt
Department:	Planning	Reports to:	County Commissioners	

## Work Unit Overview:

The Planning Department is responsible for long-range planning; administering subdivision regulations; administering floodplain regulations; assigning addresses; technical land planning assistance; administering the Airport Affected Areas, Big Hole Conservation Development Standards, Floodplain Ordinances, and Cellphone Towers ordinances; and land use and development services in Beaverhead County. The department supports the County Commission and Planning Board through administrative, research, policy development, and oversight activities. The Department is staff for the Planning Board, which advises the County Commissioners and the Towns of Lima, Jackson, Wisdom, and Wise River.

## Position Summary:

The County Planner performs professional planning support to the Beaverhead County Planning Board and Beaverhead County Commissioners on comprehensive planning and development matters, in accordance with state law, the Beaverhead County Growth Policy and local land use regulations. The varied work is performed under general supervision and requires individual judgment in variation from standards and procedures. Must be organized, people-oriented and able to communicate effectively orally and in writing.

## Essential Functions – Major Duties or Responsibilities (not inclusive):

- Assists in preparation and coordination of community planning and development projects.
- Field inquiries and provide information regarding planning and land use regulations.
- Evaluates subdivision and floodplain applications.
- Prepares project narratives, maps or other visual aids, and project evaluations for review and approval by Planning Board.
- Perform site visits and other fieldwork throughout the County.
- Investigates and resolves complaints and potential violations of County land use regulations.
- Provide limited technical assistance to the Towns of Lima, Jackson, Wisdom, and Wise River on comprehensive planning and development matters.

- Prepares oral and written presentations and attends group meetings relative to community planning and development projects.
- Knowledge in rural planning.
- Administer County land use regulations (e.g. floodplain ordinance, cell tower ordinance, Big Hole setback ordinance, airport affected area ordinance).
- Participate in comprehensive planning/growth management processes.
- Serve on boards and committees as assigned.
- Provides staff support to governing bodies and citizen boards as directed, including making staff presentations, scheduling, preparing agendas, preparing meeting sites and materials, and answering inquiries from members.
- Stays informed of local, State and Federal legislation and current issues in community planning and development.
- Other duties as assigned.

### Non-Essential Functions (not inclusive):

- Perform other duties as assigned.
- Support other Planning Staff and Planning Board.
- Research projects as needed.

### Physical demands:

- Walking over uneven terrain.
- Operating a personal computer and typical office equipment.
- Ability to operate a motor vehicle on paved and unpaved roads.
- Communicating clearly in writing, in person, and over the phone.
- Lifting and transporting equipment weighing up to 40 pounds.
- Speaking to individuals and groups.

### Working Conditions:

- Based in the Beaverhead County Planning Office in Dillon.
- Core hours are 8 a.m. to 5 p.m., Monday-Friday. Some limited overnight travel and meetings outside of normal work hours.
- Work is in a team environment, requiring collaboration with other departments and agencies both on-site and off-site.
- Most work is in an office, with some outdoor field work and meetings.
- Outdoor locations may require walking in rough and uneven terrain in all weather conditions.

### Supervision Exercised:

Supervisory position, 1 administrative assistant. Position reports to the Beaverhead County Commissioners.

## Knowledge, Skills and Abilities:

- Basic knowledge of community planning principles and process, planning and land use laws, and local land use regulations.
- High degree of computer literacy, especially internet browsers and standard office software such as Microsoft Office Suite. Some knowledge of GIS is desirable.
- Attention to detail in conveying accurate information in a timely fashion.
- Basic understanding of the Public Land Survey System and reading legal descriptions.
- Ability to work well with the public, handle multiple tasks at once, meet deadlines, deal with conflicting parties or controversial issues, and communicate well both orally and in writing.
- Ability to research, analyze and present data.
- Ability to manage time and workload effectively, meeting deadlines and coordinating with colleagues, other agencies, developers, elected and appointed officials, citizens, and other.
- Possession of a valid Montana driver's license is required.

## Education and Experience:

Any combination of training and experience equivalent to graduation from a four-year college or university with major course work in planning, natural resources, geography, public administration or a related field and a minimum of three-years field experience in planning, land use, or related activities. A Masters' degree may substitute for experience. Must have experience with standard office programs (e.g. Microsoft Office suite).

## Tools and Equipment Used:

- Normal office equipment, including telephone, fax, copier, personal computer, printer, voice recorder; ArcGIS; Digital camera; GPS.
- Word processing, spreadsheet, publishing, website development, presentation and mapping software.
- Vehicle.

## Confirmation:

This Job Description represents a true and accurate description of job duties and physical demands for this position.

---

Employer Representative Signature

Printed Name

Date

---

Employee Signature

Printed Name

Date