

Town of Grand Lake

Town Planner

Title

Town Planner

Department/Fund

General Fund/Administration

Pay Grade

300

Status:

Non-Exempt

General statement of duties:

This person in this position is involved in planning for growth and development within the Town of Grand Lake, CO including areas under consideration for annexation to the Town.

Supervision received:

Town Manager

Supervision exercised:

Code Enforcement

Specific duties and responsibilities:

- Serve as the Town Planner including Building Code Administrator and review Building Permit applications and land use (subdivisions, planned developments, variances, etc.) applications.
- Perform zoning inspections.
- Answer homeowner and developer questions regarding land use regulations and the building permit process.
- Plan for and manage Town-sponsored development and improvement projects including interfacing with developers and construction team.
- Present recommendations to Planning Commission and Town Trustees both orally at public meetings and in written form.
- Suggest revisions to current Town Zoning, Subdivision, Land Use, and Design Standards.
- Assist the Town Manager as required.
- This position will work closely with the Town Manager, Town Treasurer and consultant as available to administer grants.
- Grants administration includes; acknowledging the Board's vision and funding priorities, networking with funders, determining best fit/date opportunities, recommending, grant compilation, response to funder questions, proper accounting, tracking of grants and for preparation of grant financial reports to satisfy reporting needs.

Required education and experience:

- Degree in Urban or Regional Planning, Architecture, Landscape Architecture, Civil Engineering or commensurate experience in a related field required.
- Valid driver's license with the ability to obtain a Colorado Driver's license.

Required knowledge, skills and abilities:

- Previous experience with a local government, professional design firm, building contractor or land developer desired.
- Working knowledge and proficiency in word processing, spreadsheet development, GIS, GPS and other applicable computer applications preferred.
- Able to read and understand building plans.
- Good written and verbal communication skills.
- Ability to provide high quality customer service to the public, developers, and contractors.
- Ability to work as a team member with Town staff and with Town appointed and elected officials.

Physical Requirements:

- Indoor and outdoor environments; work alone; travel from site to site; incumbents may be exposed to noise, dust, inclement weather conditions, and potentially hostile environments.
- Primary functions require sufficient physical ability and mobility to work in an office and field environment; to stand, stoop, reach, bend, kneel, squat, climb ladders, and walk on uneven terrain, loose soil, and sloped surfaces; to lift and/or carry light weights; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; ability to operate a vehicle to travel to various locations; and to verbally communicate to exchange information. Regularly required to reach with hands and arms, stand, walk, and use hands to handle, feel or operate objects, tools, or equipment.
- Specific vision abilities required by this job include near acuity, far acuity, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Preferred knowledge, skills and abilities:

- Ten years' experience working as a Planner for a local government.

Working Conditions/Physical Demands:

- Moderate noise with frequent interruptions in a busy environment.
- Work performed is both inside and outside that includes, noise, vibration, moving/mechanical parts, and potential exposure to biological substances, caustic chemicals, and various forms of wildlife and their deposits.
- Exposed to sun and occasionally exposed to wet conditions and lightning.
- Regular contact with staff and frequent interface with public and agitated property owners.

Successful Demonstrated Qualities:

- Courteous and clear communicator
- Willing to listen
- Ability to maintain effective working relationships with Town employees and Town contracted law enforcement.
- Trustworthy; strong personal integrity
- Demonstrates strong level of accountability and ownership
- Collaborative/Team oriented
- Exhibits professionalism with the public, coworkers, and management
- Organized, with strong attention to detail and communication skills
- Excellent troubleshooting skills.