



Town of Milliken

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Milliken, CO 80543
Weld County

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<http://www.town.milliken.co.us>

ASSOCIATE PLANNER/GRANT WRITER

FLSA STATUS: Non-Exempt	DEPARTMENT: Community Development
REPORTS TO: Community Development Director	APPROVED DATE:

POSITION SUMMARY AND DEFINITION:

Provides land use planning services and processes applications for land use related proposals. Assists in the preparation and implementation of community plans, comprehensive plans and other long-range planning projects as assigned. Provides public information and answers both walk in and telephone questions regarding zoning and subdivision regulations, sign code, business registrations, demographics, and parcel information. Administers field inspections and conducts site investigations. Administers zoning and sign code, processes complaints and conducts site investigations. Works on land use regulation amendments and special projects. Writes grant applications and oversees the management and implementation of such grants once awarded.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The Town of Milliken retains the right to modify or change the duties or essential and additional functions of the job at any time.

- Assists with the development review process.
- Performs current planning functions including zoning administration and review and writing staff reports/recommendations.
- Conducts field inspections.
- Analyzes, applies, and coordinates the implementation for potential grant opportunities to fund Town infrastructure, comprehensive future land use planning, economic development, floodplain management and other Town related land use proposals and ordinances.
- Researches and writes technical reports and special projects.
- Contributes to writing planning and zoning regulations.
- Conducts research, solicits public input, and prepares planning studies.
- Prepares grant applications for the Town and oversees implementation and reporting for grant and Town programs. Coordinate with appropriate Departments and Finance regarding reimbursement applications, etc.
- Presents staff recommendations to the Planning Commission and Town Board as necessary.
- Analyzes and assesses programs, policies and operational needs and makes appropriate adjustments.
- Identifies and responds to sensitive community and organizational issues, concerns and needs.
- Identifies, coordinates and responds to a wide variety of interests in the development of community development [comprehensive and/or master] plans.
- Analyzes problems, identifies alternative solutions, forecasts impact of proposed actions and implements recommendations in support of goals.
- Researches, analyzes and evaluates new service delivery methods and techniques.
- Interprets and implements applicable Federal, State and Local policies, laws and regulations.

CONTACTS:

Citizens: Contacts require the explanation of routine and easily understood information. May require the request for adherence to Town guidelines and rules without enforcement authority.

Other Divisions/Outside Agencies: Contacts are primarily made at a peer or supervisory level within other functions or departments to coordinate joint work activities and special events/projects. Participation with outside agencies and peer groups will be required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Operations, services and activities of community development program including current, long-term planning, community development and engineering.
- Principles, practices and techniques of public program administration.
- Urban planning, zoning and development theory, principles and practices and their application to a wide variety of municipal planning services.
- Principles and practices of land use planning and development.
- Principles and practices of program development and administration.
- Municipal zoning codes and ordinances.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Research methods and sources of information related to community development.
- Town development review procedures and requirements.
- Principles of economics and statistics.
- Recent developments, current literature and sources of information related to municipal planning and administration.
- Methods and techniques of eliciting community participation in planning and development issues.
- Pertinent Federal, State and local laws, codes and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

MATERIAL AND EQUIPMENT USED:

Personal computer and various software programs, telephone, photocopier, calculator, fax machine, and maps.

PHYSICAL REQUIREMENTS:

- Lift and move maps from cabinets and various locations.
- Ability to identify and distinguish colors for color map production.
- May be required to work outside in various weather conditions when doing field work.
- May be required to work late after normal work hours to attend meetings, solicit public input, or provide public assistance.
- While performing the duties of this job, the employee is regularly required to conduct activities involving walking 20% of the time, standing 30% of the time and sitting 50% of the time; lift or carry up to 10 lbs., and occasionally lift, push or pull up to 25 lbs. with leveraged assistance; and to devote extended periods of time to the use of digital/electronic office equipment.
- The employee is frequently required to grasp and manipulate office and similar other equipment, tools and materials; and to participate in routine conversation in person or via telephone and to distinguish telephone, voice and other auditory tones.
- The employee is regularly required to conduct activities involving stooping, kneeling/bending, crouching, crawling, twisting, and reaching.
- Specific vision abilities required by this job include the ability to distinguish objects in low and bright light using visual capacity including peripheral vision, depth perception, color vision, and far and near acuity in order to observe all elements of a given situation and the surrounding work environment.

WORK ENVIRONMENT

- Work is conducted approximately 75% of the time in a standard business environment and 25% of the time in an out door environment. The incumbent may be exposed to adverse conditions of weather, unpleasant

environmental conditions associated with urban land use field requirements or other unpredictable circumstances while working with outside urban land and community development representatives.

- The noise level in the work environment is usually moderate.
- The incumbent may be exposed to direct or indirect confrontation/conflict while working with the public in an urban land use, community development settings such as public hearings/meetings.

EXPERIENCE AND TRAINING:

- Bachelor's Degree in Planning or related field. The candidate may be able to supplement this degree with previous experience and/or training that includes local government planning, zoning, site plan review and personal computer operations experience.
- AICP Preferred
- GIS preferred but not required.

The Town of Milliken is a drug-free workplace that provides employment opportunities in compliance with all pertinent federal, state, and local laws and Town values that promote employee participation in the delivery of quality services to and on behalf of the community. Accordingly, the Town celebrates diversity in the workforce.

This job description has been reviewed and approved:

_____	_____
Department Director	Date
_____	_____
Human Resources	Date
_____	_____
Town Administrator	Date
_____	_____
Employee	Date