



1101 Broad Street
Milliken, CO 80543
Weld County

Town of Milliken

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<http://www.millikenco.gov>

PLANNER II

FLSA STATUS: Exempt
REPORTS TO: Town Administrator

DEPARTMENT: Community Development
APPROVED DATE:

POSITION SUMMARY AND DEFINITION:

To plan, direct, manage and oversee the activities and operations of the Community Development Department including community planning, development services, long range planning, comprehensive planning and engineering services. Coordinate assigned activities with other Town departments and outside agencies; to provide highly responsible and complex administrative support to the Town Administrator.

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.

- Assume full management responsibility for all Community Development Department services and activities including long range and comprehensive planning, intergovernmental planning, neighborhood preservation planning, annexation, zoning/rezoning, right-of-way vacations, subdivision applications, neighborhood relations, environmental management and historical preservation; recommend and administer policies and procedures.
- Researches, coordinates and prepares ordinance or text changes for amendments to the Land Use Development Code and Comprehensive Plan. Meets with affected citizens, landowners or developers to receive responses to proposed amendments. Prepares staff memos with recommended changes and presents proposed changes in Planning Commission and Town Board meetings.
- Leads Pre-Application meetings with prospective applicants.
- Reviews building permit applications for conformance with approved development plans and zoning requirements.
- Coordinates development plan review for an expeditious approval.
- Presents cases and answers questions at public hearings, Planning Commission and Town Board.
- Develops and maintains in-house case and project files and databases.
- Performs periodic, on-site inspections as a function of case management.
- Manage the development and implementation of Community Development Department goals, objectives, policies and priorities for each assigned service area; prepare and supervise the preparation of the Town's long-range community development plans and programs.
- Confer with developers, other agencies and the general public in acquiring information and coordinating community development projects; review and participate in discussion on major development issues; advise consultants, developers and others regarding Town standards and regulations; meet with and advise community associations and others on community development policy and direction.
- Represent the Community Development Department to other departments, elected officials and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of community development and planning.

- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Oversee and participate in the development and administration of the Community Development Department budget; approve the forecast of funds needed for equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
- Other duties as assigned.

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 in outside peer groups and organizations associated with job duties and responsibilities.

KNOWLEDGE, SKILLS, AND ABILITIES:

- 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.
- Strong knowledge of the professional language and terminology used in urban planning.
- Principles and practices of budget preparation and administration.
- Strong research and analysis skills for understanding and applying industry standards and changes to local issues.
- 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.
- Develop and administer departmental goals, objectives and procedures.
- Strong interpersonal and conflict resolution skills.
- Good technical, graphic, mathematical, computer, general office and organizational skills.
- Skill in public speaking to make presentations at public hearings and neighborhood meetings to convey and exchange information.
- Ability to negotiate solutions among groups with diverse and conflicting needs.
- 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.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

- Daily use of a copier, scanner, and printer.
- Daily use of a personal computer, MS Office Software, GIS software.
- Reads, analyzes, and interprets technical journals, financial reports, and legal document; writes technical and professional reports and correspondence using proper spelling, grammar, and style; presents information and responds to questions from top management, citizens and large groups.
- Primary functions may require maintaining physical condition necessary for sitting for prolonged periods of time; use of computer keyboard.
- Work is mainly in an office setting, but some outside field work is required.

EXPERIENCE AND TRAINING:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Bachelor's degree in Planning, Urban Design or related field from an accredited college or university with three years of planning experience. An equivalent combination of training and experience that provides the required knowledge, skills, and abilities may be considered. AOC preferred. Thorough knowledge of zoning and subdivision standards and other principles of land use regulation.

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