



## **Job Description**

**Updated:** August 16, 2019

**Job Title:** Senior Planner

**Salary Range** - \$59,868 - \$71,749 (DOQ)

**Reports To:** Community Development Director

**Supervisory Responsibility:** This job has no direct supervisory responsibilities.

**Overall Objective:** The City of Castle Pines is a municipality in the Denver Metro region with a prime opportunity for a planner to join a small team of city staff in the management of a growing community. This planning position offers the opportunity to work on all aspects of land use planning and to work at all levels of project management. While focused on Community Development, the position requires the ability to work across departments on projects with Public Works, Economic Development and other City-wide initiatives.

Under general supervision of the Community Development Director, the Senior Planner performs a variety of complex current and long-range planning functions including development plan review, administration and enforcement of the City's Zoning and Subdivision regulations and implementation of the City's Comprehensive Plan. The Senior Planner will perform geospatial analysis, digital mapping and exhibit creation using ArcGIS software.

### **Essential Duties and Responsibilities:**

- **Current Planning**

- Manage land use applications including, but not limited to, rezoning, site improvement plan, use by special review, subdivision procedures (preliminary plat, final plat), building envelope adjustments, etc.
- Conduct research, analysis and interpretation of technical reports, plans and documents for complex land development projects
- Prepare and present staff reports to the appropriate hearing entity (City Council, Board of Adjustment and Planning Commission)
- Review permit applications for zoning compliance
- Process variance requests
- Perform site inspections for both new planning submittals and possible code violations

- Chair development meetings, i.e. “presubmittal” meetings
  - Assist in the development and management of the annual Community Development budget
  - Review and provide comment on other jurisdictions planning activities
  - Implement and maintain the City’s GIS programs
  - Prepare maps for special projects/GIS
  - Act as Code Enforcement Officer as needed
- **Long Range Planning**
    - Assist in oversight, implementation and amendments to the City’s Comprehensive Plan
    - Creation of sub-area plans (Three-Mile Plan)
    - Coordinate and participate in regional planning efforts/projects
    - Assist with special projects (e.g., urban renewal)
    - Provide ongoing recommendations and revisions to the City’s Zoning Ordinance, Subdivision Regulations and Comprehensive Plan
    - Assist in document management and required record retention
- **GIS**
    - Gather geographic data through field observations, maps, photographs, satellite imagery, censuses, and other sources; analyze the geographic distribution of physical and cultural characteristics and occurrences
    - Create and modify maps, graphs, diagrams or other visual representations of geographic data using GIS software
    - Develop graphical presentations of analysis results for committees and members of the public
    - Coordinate with external governmental agencies for data collection and transfer
- **Other Duties and Responsibilities:**
    - Communicate and work proactively with developers, community organizations, neighborhood associations and agency officials on current or proposed development
    - Assist with walk-in traffic, social media, phone calls, emails, etc. to provide quality customer service
    - Follow up on resident questions and respond to requests regarding City-related business
    - Coordinate staff response to general questions from residents, Mayor, City Council and other relevant entities, as directed

**Competencies:**

- Language and Communication Ability:

- Excellent written and oral communication skills related to grammar, diction and AP style
- Strong interpersonal skills and professional maturity to work with employees at all organizational levels, associates, external business partners and Council Members.
- Math Ability:
  - Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals
  - Ability to compute rate, ratio, and percent and to draw and interpret bar graphs
- Reasoning Ability:
  - Ability to multi-task, prioritize and receive direction from multiple people
  - Ability to initiate and take ownership of a task or project and see it through completion.
  - Demonstrates initiative and innovation while taking responsibility for work
- Computer Skills:
  - Proficient knowledge of GIS, Adobe Creative Suite, Microsoft Office Suite as well as ability to learn new programs and systems

**Education and Experience:**

Bachelor's degree or higher required, or any equivalent combination of education and experience. Master's degree preferred. Minimum three years experience working as a professional planner. Experience working for a municipality is highly desired.

**Certificates and Licenses:** American Institute of Certified Planners designation or ability to be certified is highly desired.

**Physical Demands and Working Environment:**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

*Environment:* Standard office setting; exposure to computer screens

*Physical:* Sufficient physical ability to work in an office setting and operate office equipment

*Vision:* See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents

*Hearing:* Hear in the normal audio range with or without correction