

Job Description

Job Title: Senior Planner

FLSA Status: Exempt

Job Summary:

The City of Castle Pines is looking for a dedicated and talented Senior Planner to join the Community Development Department. The ideal candidate will have prior professional planning experience including but not limited to current land use planning, long-range planning, zoning, building, land development and permitting activities.

Under the direction of the Community Development Director, this position is given professional latitude to perform a variety of complex current and long-range planning functions that generally includes development plan review, administration and enforcement of the City's zoning and subdivision regulations, and implementation of the City's Comprehensive Plan. This position also performs a variety of work assignments involving research, code amendments, development analysis, mapping, graphics, documentation, recordkeeping, and general customer service.

Supervision Received: Works under the direct supervision of the Community Development Director.

Supervisory Responsibility: None.

Essential Duties and Responsibilities:

- **Current Planning**
 - Process and manage land use and permit applications through the City's web-based land use case management and permitting system.
 - Manage land use applications including research, analyze and interpret technical reports, plans, and documents for complex land development projects including annexation, rezoning, site improvement plan, use by special review, subdivision procedures (preliminary plat, final plat), and building envelope adjustments.
 - Review permit applications for zoning compliance including but not limited to building permits, sign permits, temporary use permits, and special event permits.
 - Process variance requests.
 - Perform site inspections for both new planning submittals and possible code violations.
 - Serve as the chairperson in development meetings also known as "presubmittal" meetings.
 - Staff report preparation and presentation to the appropriate hearing entity (City Council, Board of Adjustment and Planning Commission).
 - Assist in the development and management of the Community Development department's budget.

- Review and provide comment on other jurisdictions planning activities.
- Prepare maps for special projects/GIS.
- Act as Code Enforcement Officer as directed.
- Assist in document management and required record retention.

- **Long Range Planning**

- Assist in oversight, implementation, and amendments to the City’s Comprehensive Plan.
- Creation of sub-area plans (for example, 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.

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.
- Lead or assist in community outreach participation and involvement.
- Advise and provide guidance on planning, zoning and development activities that promote the orderly growth of the City.
- Perform other duties as may be assigned.

Required Knowledge, Skills and Abilities:

- Knowledge of and experience with municipal government operations, including: public hearings, special assessment process, bid letting, etc.
- High degree of professionalism in appearance and conduct, including strong interpersonal skills and the ability to consider and respond to differing viewpoints in a professional manner, utilizing negotiation and positive communication methods.
- Management skills including the ability to plan, organize, and coordinate diverse activities, supervisory ability, and department level budgeting experience.
- Ability to express oneself clearly and concisely, both orally and in writing.
- Ability to engage effectively with the public and make presentations to various groups.
- 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.

Minimum Requirements:

- Master’s degree from an accredited college or university with major course work in Urban and Regional Planning, Community Development, Geography, Landscape Architecture or a closely related field.
- Minimum of four years of professional planner experience. Experience working for a municipality is highly preferable.
- American Institute of Certified Planners designation or have the ability to obtain said designation within one year of employment, preferred.

Physical Demands and Working Environment:

The physical demands and work environment described here are representative of those that must be met by an employee to perform the essential functions of this position successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, in compliance with the Americans with Disabilities Act (ADA). The environment is a standard office setting. While performing the duties of this job, the employee is frequently required to sit and talk or hear. Specific abilities required by this job include being able to work in an office setting and operate office equipment, being able to see in the normal visual range with or without correction and vision sufficient to read computer screens and printed documents, and being able to hear in the normal audio range with or without correction. The noise level in the employee’s environment is occasionally loud. This position requires frequent interaction with other employees and members of the public.