



SENIOR PLANNER

DEPARTMENT: Community Development
FLSA STATUS: Exempt
REPORTS TO: Community Development Director

Introduction to the City and Department:

Join the City of Castle Pines, a community dedicated to sustainable growth and proactive planning. The Senior Planner is crucial in the Community Development Department, contributing to the City's planning, zoning, and development initiatives. This position offers the opportunity to impact City development, collaborate on significant projects, and engage with the community to shape the future in alignment with the City's vision and goals.

Team Environment:

The Senior Planner is an integral part of a collaborative team within the Community Development Department. This role involves interaction with various City departments and community stakeholders, emphasizing teamwork, communication, and a shared commitment to the City's development objectives. The Senior Planner supports the Community Development Director and works to effectively implement planning and zoning initiatives.

General Purpose:

The Senior Planner supports the City's planning, zoning, and development initiatives. This includes processing land use applications, conducting plan reviews, and engaging in long-range planning efforts. The role is vital in ensuring that development aligns with the City's strategic plans and regulations while fostering community engagement and sustainable growth.

Key Responsibilities:

- Process and manage land use and permit applications, ensuring compliance with City regulations.
- Conduct research, analyze technical reports, and review complex land development projects for compliance and alignment with City goals.
- Participate in development plan reviews, zoning compliance checks, and variance request processing.
- Engage in site inspections to ensure adherence to planning and zoning regulations.
- Serve as a key participant in development meetings and provide staff reports to relevant hearing entities.
- Contribute to developing and managing the department's budget.
- Assist in long-range planning efforts, including amendments to the City's Comprehensive Plan and creating sub-area plans.

Job Description: Senior Planner (March 2024)

- Engage with developers, community organizations, and residents to facilitate communication and collaboration on development projects.
- Provide support in community outreach and public engagement initiatives.
- Assist with walk-in traffic, phone calls, emails, etc. to provide quality customer service.

Skill Requirements:

- Strong leadership, communication, and interpersonal skills.
- In-depth knowledge of planning, zoning, and community development principles.
- Proficiency in GIS, Adobe Creative Suite, Microsoft Office Suite, and other relevant software.
- Ability to analyze complex information and effectively communicate.
- Strategic thinking, problem-solving skills, and the ability to manage multiple priorities.

Educational Background and Experience:

- Bachelor's Degree in Urban and Regional Planning, Community Development, Geography, Landscape Architecture, or a related field. Master's Degree in a related field preferred.
- Minimum of four years of professional planner experience, with a strong preference for experience in a municipal setting.

Licenses and Certifications:

- American Institute of Certified Planners (AICP) designation or ability to obtain within one year of employment is preferred.

Physical Demands and Work Environment:

- The position requires occasional lifting and moving of up to 25 pounds.
- Regularly required to sit, talk, or listen; frequently uses hands to finger, handle, or feel.
- Occasionally required to stand, walk, reach with hands and arms, stoop, kneel, or crouch.
- Must be able to work in a standard office setting and use standard office equipment.

This position offers a unique opportunity to play a significant role in the development and planning of the City of Castle Pines. The Senior Planner will contribute to shaping the built environment and enhancing the community's quality of life, ensuring the city's growth is managed thoughtfully and sustainably.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the employer's needs and requirements of the job change.