

## **JOB POSTING – FEBRUARY 13, 2017**

### **REVISED**

### **ASSISTANT PLANNING DIRECTOR**

### **GALLATIN COUNTY DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT**

This position works in the Department of Planning and Community Development and is an advanced-level position within professional planning. This position is responsible for a variety of professional and technical duties of high complexity and variety for the County's zoning, subdivision review, floodplain management, community development and GIS programs. The position assists the Planning Director with implementation of policy, fulfillment of various regulatory and statutory duties, supervision of staff, and management of various programmatic functions of the Department. This position reports to the Planning Director and works closely with the County Administrator, Board of County Commissioners and a variety of other departments and planning-related boards.

**MINIMUM QUALIFICATIONS:** This work requires thorough knowledge and experience implementing the principles, practices, methods and procedures associated with land-use planning, including vast experience with land-use regulations and plans and well developed knowledge of planning principles and policies including but not limited to Montana land-use laws. Position requires professional planning work of substantial complexity and is characterized by increasing specialized knowledge of a particular aspect of the planning field (e.g., transportation planning, floodplain management, development of regulatory documents, long-range planning, economic development, etc.). Position must have the ability to effectively communicate complex technical information verbally and in writing to audiences with varying levels of technical knowledge; ability to apply supervisory skills; ability to prepare professional quality written reports; perform research and collect data; apply basic mathematical skills to practical situations; ability to use common computer software to develop reports and spreadsheets and maintain databases and familiarity with geographic information systems is desirable; work on several complex projects or issues simultaneously; work independently or in a team environment as needed; the ability to have creative problem-solving skills to gather relevant information to solve vaguely defined practical problems; the ability to review plans and apply provisions of the regulatory documents to determine compliance with such regulations and to apply regulations to field conditions and the ability to facilitate small group meetings and larger community workshops.

### **EDUCATION AND EXPERIENCE:**

The required knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to three to five (3-5) years of experience in an advanced planning position with some employee supervisory experience and either: (1) a Bachelor's degree in a planning-related field and a planning-related professional certification such as American Institute of Certified Planners (AICP), Certified Floodplain Manager (CFM), Professional Community & Economic Developer (PCED), etc.; or (2) a graduate degree in planning or a related field.

**Licenses and Certifications:** Position must possess a valid driver's license issued by the state of Montana or attain a Montana driver's license within six months of hire and be insurable under the County's liability policies.

**As a condition of hire, the final candidate will be required to successfully pass a criminal history check and background investigation.**

**For application consideration, the following documents are required to be submitted to the [Bozeman Job Service](#):**

- Gallatin County Application
- Applicant Survey
- Cover Letter
- Resume' and three (3) work references

### **Gallatin County is an Equal Opportunity Employer:**

Gallatin County does not discriminate on the basis of **race, color, religion, sex, age, national origin, disability or marital status.**

### **CLOSING DATE: POST UNTIL FILLED**

**CONTACT:** Sean O'Callaghan, Planning Director, 406-582-3130

**JOB LOCATION:** 311 West Main St., Bozeman, MT

**SALARY:** \$4,652.76 to \$5,146.92 per month based on an hourly wage of \$26.74 to \$29.58 DOQ, plus Excellent Benefits

**WORK HOURS:** Full-time, hours to be discussed at interview.