



## GALLATIN COUNTY, MONTANA

### Associate Planner/Senior Planner

### Department of Planning & Community Development

#### **The Position**

Montana's fastest-growing county seeks an experienced land use planner, with strong technical and project management skills to assist Gallatin County with its land use planning objectives. In recent years the Department of Planning and Community Development has focused primarily on its development review functions; however, Gallatin County is looking for an Associate Planner or Senior Planner who will work closely with the Planning Director, other staff, and a variety of stakeholders to focus on long-range planning, inter-jurisdictional coordination, regulation maintenance, public outreach, and other related activities.

This is an excellent opportunity for a talented professional to make a difference in an organization constantly seeking ways to best provide services to a fast-growing community. The position assists the Planning Director with development and implementation of policy, and fulfillment of various regulatory and statutory duties. The position interacts extensively with the public and a wide range of community stakeholders, and will work closely with elected officials and several planning-related boards.



Montana State University

#### **The Community**

Gallatin County is home to a thriving economy, abundant recreational opportunities on nearby public lands, Yellowstone National Park, Montana State University, world-class skiing, and blue-ribbon trout streams. Gallatin County's 104,000 residents also enjoy local art galleries, historic attractions, farmers markets, museums, performing arts centers, and an international airport with non-stop flights to several destinations on the East and West Coasts as well as the mid-west and Texas. We boast a high rate of home ownership, a highly-rated public school system, and low crime and unemployment rates. 56 percent of Bozeman residents have bachelor's, graduate or professional degrees compared to 30 percent nationally. With unbeatable weather, notable amenities, and a high quality of life, it is no surprise that Gallatin County is frequently recognized as an ideal place to live and has been named to several "Top 10 Best..." lists nationally.

#### **The Government**

Gallatin County has a Commission form of government, which operates under general powers granted by the state constitution and statutes. Three Commissioners and seven row officers are elected on a partisan, at-large basis to perform executive, legislative, and quasi-judicial functions.

#### **The Department**

The Department of Planning and Community Development is supported by 13 FTE. The Department's budget comes from a variety of tax-supported funds and application revenue. The Department's primary responsibilities include development review (e.g. zoning, subdivision, building for lease or rent), long-range planning, floodplain management, support for various community development activities, and provision of GIS services to internal and external stakeholders.

## The ideal candidate will

- have experience working on planning issues in a fast-growing community
- have outstanding communication and interpersonal skills
- have well-honed project management and organizational skills
- have the proven ability to adeptly manage multiple projects and multiple priorities concurrently
- have experience facilitating stakeholder groups with diverse interests in collaborative and participatory processes
- be a skilled problem solver with excellent and responsive customer service skills
- have thorough knowledge and experience implementing the principles, practices, methods, and procedures associated with land-use planning
- have the ability to discuss and communicate complicated land use issues with both technical professionals and laypeople
- be relied upon to be a champion for the organization and community land-use planning needs
- be able to successfully navigate an ever-changing policy and regulatory environment
- knowledge of common planning issues in the Intermountain West is preferred

## Qualifications

- **Associate Planner:** The required knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to a Bachelor's degree in planning or a related field and two to four (2-4) years of experience in a professional planning position, or a Master's degree in planning or closely related field and one to two (1-2) years of experience in a professional planning position.

- **Senior Planner:** 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 professional planning position with 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.

## The Process

The position is open until filled. The first review of applications will take place on April 9, 2018. To apply submit cover letter, resume with references, [Gallatin County Employment Application](#), and [Applicant Survey](#) to [Bozeman Job Service at BozemanJSC@mt.gov](mailto:BozemanJSC@mt.gov). To maintain confidentiality, references will not be checked until near the end of the process. As a condition of hire, the final candidate will be required to successfully pass a criminal history check and background investigation and 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. Questions about the position should be directed to Sean O'Callaghan, Gallatin County Planning Director at (406) 582-3130 or [sean.ocallaghan@gallatin.mt.gov](mailto:sean.ocallaghan@gallatin.mt.gov)

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.

## Compensation

Hiring salary ranges from \$45,614-\$50,232 DOQ for an Associate Planner and from \$54,371-\$60,153 DOQ for a Senior Planner. Gallatin County also offers an excellent benefits package including an Optional Health Benefits Plan where premiums for full-time employees are 100% covered by Gallatin County and spouses and families can be added at extremely reasonable rates. Employees receive ten (10) paid holidays per year as well as 12 paid days of sick time and 3 weeks of paid vacation time. Gallatin County employees participate in a mandatory retirement plan through the Montana Public Employee Retirement System (PERS). We also offer an optional Deferred Compensation Plan and Flexible Spending Accounts.



Flyfishing the Gallatin River



Downtown Bozeman



Wintertime in Gallatin County