

Job Announcement

Planning Director
Carbon County
South Central Wyoming

Salary Range: \$65,000-\$79,000 DOE

The Planning Director (PD) is a department head that is responsible for the day to day operation of the Planning and Development Department. The PD reports to the Board of County Commissioners and provides professional staff assistance to the Planning & Zoning Commission.

The intent of this announcement is to provide a representative summary of the major duties and responsibilities for this position. Employees may be requested to perform job related tasks other than those specifically presented in this description.

Essential Duties and Responsibilities

- Provides a high level of customer service when interacting with all department contacts.
- Current Planning, reviews site plans, zone changes, subdivision platting and development application for compliance with appropriate regulations and prepares staff reports.
- Researches and prepares a variety of materials and reports such as zoning code amendments and general plan amendments for review by the Planning & Zoning Commissioners and County Commissioners.
- Insures the accuracy, completeness and timely submittal of public notices and staff reports prepared by other staff members.
- Effectively communicates with project representatives, such as architects, attorney's, contractors, engineers and the general public.
- Meets with interested parties and organizations to resolve specific technical problems related to the department functions.
- Responsible for staff supervision, scheduling projects, budgeting and setting priorities.
- Keeps informed of current trends in planning, including legislation, court rulings and new technology.

Knowledge of:

- Principles of site planning, development review and zoning enforcement.
- Technology pertinent to the planning profession.
- Applicable Federal, State and local laws, codes and regulations governing general plans, zoning, land divisions and environmental protection.
- Natural Resource Planning, NEPA, including roles of cooperating agencies.

Ability to:

- Review a variety of permit applications, development plans for conformance with applicable codes and ordinances.
- Prepare clear and concise staff reports and recommendations.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Identify, coordinate and resolve a wide variety of issues in the development and implementation of planning concepts and land use policy.
- Interpret and apply Federal, State and local policies, laws and regulations.
- Prepare and administer department budget.
- Coach and train support staff.

Minimum Qualifications:

- Bachelor's degree from an accredited college or university with major course work in planning or a closely related field and/or equivalent years of practical planning experience. At least one year of supervisory or management responsibilities.

Preferred Qualifications

- A Master's degree in Urban\Regional Planning, Public Administration, or related field is preferred but not required and may substitute for 1 year of experience.
- AICP certification.
- Local government experience and/or economic development experience.

Any equivalent combination of education, training and experience which provide the requisite knowledge, skills and abilities may be substituted for evaluation at the discretion of Carbon County.

Carbon County offers full time benefits including retirement, life & medical insurance, paid sick, vacation, civic and funeral leave. Wyoming does not levy an income tax.

Position will remain open until filled.

Send letter of interest, application and resume to:

Gwynn Bartlett, Carbon County Clerk

gwynnbartlett@carbonwy.com

Additional information about Carbon County is available at the following web sites:

www.carbonwy.com

<https://www.wyomingcarboncounty.com/>