



NATRONA COUNTY JOB DESCRIPTION

TITLE: Senior Planner	EMPLOYMENT STATUS: AT-WILL EMPLOYEE Exempt / Salary Employee 40 hours a week
DEPARTMENT: Development	
SUPERVISOR: Director	
Revised: 8/13/2020 THIS JOB DESCRIPTION MAY BE CHANGED WITHOUT PRIOR NOTICE.	

SUMMARY:

Reporting to the Director of the Development Department, this position performs responsible office and field work involving planning, zoning, Code Enforcement and land use; supervises and assigns the work of planning and Code Enforcement staff ; provides staff support to Planning & Zoning Committees, the Planning & Zoning Commission, Board of County Commissioners and other boards, commissions, and committees; interprets Department plans, codes; reviews, assesses, and prepares reports for current application proposals and recommends necessary modification for compliance; performs complex planning and project management assignments for the County.

ESSENTIAL FUNCTIONS:

- Supervise planning functions of the Planning and Code Enforcement Departments Direct, train, and supervise the work of others as assigned
- Reviews and approves work of other planners and Code Enforcement
- Reports and documents concerning assigned projects; conducts meetings with departmental clients regarding recommended conditions and application processing; prepares and reviews staff reports and completes projects as assigned
- Reviews development proposals to ensure compliance and consistency with all applicable County and State rules and regulations
- Acts as County representative to state and federal agencies involved in land use review
- Ensures requested information is provide to all state and federal agencies
- Reviews daily development permits to determine jurisdictional requirements and to ensure compliance and consistency with all applicable rules and regulations
- Reviews plats and boundary line adjustments and other land divisions for compliance with all applicable federal, state and local regulations
- Reviews relatively complex problems, issues and land use development situations and provides oral and written recommendations on such to staff and various advisory and elected boards.
- Prepares written and oral reports for presentation to the Hearings Officer, Administrator, Planning & Zoning Commission, Board of Adjustment and/or Board of County Commissioners.
- Advises the public about laws and regulations impacting development and about the federal, state and local permit processes.
- Enforces current zoning, critical areas and resource lands, growth management, road and utility access, storm water, shorelines and other related rules and development regulations.



- Conducts field investigations and inspects sites for compliance with federal, state and local regulations.
- Operates and maintains electronic tracking of current permits, planning and code compliance cases.
- Analyze and interpret related planning legal documents; locate and read property descriptions
- Use appropriate computer software in the preparation of presentations, reports, graphics, displays, and maps
- Basic principles of compiling data using geographic information systems (GIS)
- Serves as County Floodplain Administrator and ensures all development is compliant with flood hazard protection ordinance.
- Performs other duties as assigned or required.

NONESSENTIAL FUNCTIONS:

- Promote effective communication
- Serve on various boards and committees as appointed or assigned
- Maintain workspace, vehicle, and materials in a professional manner.

MINIMUM QUALIFICATIONS:

- Possess and Maintain a Wyoming driving license and be insurable with Natrona County
- Bachelor's Degree in Land Use Planning, Urban/Regional planning or closely related field
- Ability to obtain within 18 months an AICP Certification
- Minimum of 3 years of land use planning experience; five years progressively responsible administrative and supervisory experience; or an equivalent combination of education and experience;

WORKING CONDITIONS:

Office within Natrona County Development. The Planning Department is approximately 3 team members with typical office furnishings and equipment; Inspections/site visits throughout county; intermittent busy and loud environment both inside and outside; communication via phone, electronically, and in person; interaction with customers and staff, and volunteers; off-site training.

PHYSICAL & MENTAL DEMANDS:

1. Approximately 80% of the time, driving and conducting onsite inspections.
2. Access and move files, office supplies, and equipment; move up to 25 pounds.
3. Access all aspects of a construction site including but not limited to; climbing ladders, roof tops, flights of stairs, under homes, under trailer homes, and mechanical spaces
4. Meet deadlines; solve problems independently and/or with others to meet deadlines.