



## POSITION CLASSIFICATION DESCRIPTION

**Job Title:** Planning Director  
**Reports To:** County Administrator

**FLSA Status:** Non-Exempt  
**Department:** Planning  
**Division:** Office  
**Location:** 109 West Main  
**Prepared By/Date:** Susan Carver 01/01/2012  
**Approved By/Date:** Melissa Brunner 05/29/2014

### Summary:

Under the general supervision of the County Administrator and the Board of County Commissioners, directs the operations of the Planning Department and serves as the liaison between Board Members and the public. Position supervises the Planning Assistant(s) and all other personnel required for other programs related Planning and Zoning in the county.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Working knowledge of the Montezuma County Comprehensive Plan and Land Use Code
- Assist with updates and maintenance of the Comprehensive Land Use Plan and the County Land Use Code
- Conduct Pre-Application meeting(s) with potential applicants; development application preparation and (or) review of completeness; organization and assistance in the collection or required submittal items
- Research and present written and oral land use policy options to the Natural Resources, Planning, and Public Lands Coordinator, Planning and Zoning Commission, County Administrator, and the Board of County Commissioners
- Develop and evaluate pilot administrative frameworks and protocols for policy and regulatory implementation
- Assist in resolving regulatory compliance concerns with the general public, landowner(s), developers, agencies, Planning Commission, and Board of County Commissioners as per the Land Use Code
- Research recorded documents in the County Assessor's Office and the Clerk and Recorder's Office
- Create information packets, prepare public notifications, schedule board review and public hearings concerning planning and development for Planning and Zoning Commission and the Board of County Commissioners
- Attend evening meetings when required
- Update and maintain databases and essential records as required
- Maintain Planning Department website with timely notices and information
- Create Annual Board Meeting calendar for the Planning & Zoning Commission
- Create Planning Department Findings for the Planning & Zoning Commission Board and the Board of County Commissioners; create informational packets for meetings with Board members and other County Departments
- Coordinate with other county departments to maintain and update map changes and exemptions as per Land Use Code requirements
- Coordinate with other County Staff or Officials, other agencies such as CDOT, surveyors, engineers, utility providers, and other professionals.
- Distribute requests for comments to resource agencies with development or compliance information with

- regards to a proposed or existing land use
- Coordinate with County Road and Bridge Department's Access Permit Applications, Vacation of Right-of-way(s), Petitions for Road Improvement Projects and proposed interior roads within a proposed subdivision. This may include public hearing notice requirements
- Assist the Board of County Commissioners in appointing Planning & Zoning Commission Board Members

**Competency:** To perform the job successfully, an individual should demonstrate the following:

- Have strong written and oral communication and computer skills
- Act as an effective, reliable and self-directed staff member
- Possess and exercise sound and independent judgment within general policy guidelines
- Have the ability to work on several projects or issues simultaneously
- Know planning principles and practices, including pertinent specialties
- Know principles and practices of research and data collection
- Know effective writing techniques
- Have statistical, algebraic or geometric knowledge and ability to apply such knowledge in practical situations
- Know computer hardware and software programs, which may include Microsoft Office, Excel, Power Point, and Access, Internet applications and GIS.
- Serve as liaison and perform all necessary functions in support of Planning & Zoning Commission
- Perform and manage complex and sensitive professional planning projects, research and analysis
- Monitor and ensure compliance with local, state and federal laws
- Oversee specialized planning functions such as large-scale new development proposals and High Impact Permit Applications/Special Use Permit Applications.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience:** Associate's degree (A. A.) or equivalent from two-year college or technical school; four years related experience and/or training; or equivalent combination of education and experience

**Language Ability:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**Math Ability:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages.

**Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Computer Skills:** To perform this job successfully, an individual should have knowledge of Word Processing software; Spreadsheet software; Internet software and Project Management software.

**Certificates and Licenses:** Associate Degree or equivalent of five years office experience.

**Supervisory Responsibilities:** Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually quiet.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and Ability to adjust focus. While performing the duties of this Job, the employee is regularly required to sit and use hands to finger, handle, or feel. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell.

**USE OF THIS JOB DESCRIPTION**

**THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT BETWEEN THE COUNTY AND THE INCUMBENT IN THE POSITION.**

Nothing in this position description restricts Montezuma County’s ability to assign, reassign or eliminate duties and responsibilities of this job at any time. The description reflects Montezuma County’s assignment of essential functions. It does not prescribe or restrict the tasks that may be assigned. Critical features of this job have been described. Those features may change at any time due to reasonable accommodation, as the needs of the County change or other reasons deemed appropriate by the County.

I have received the Planning Director job description dated 12/11/2018. I understand that I am to become familiar with its contents.

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Signature of Employee

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Name of Employee

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Date