



CITY OF GILLETTE

Human Resources
P.O. Box 3003 • Gillette, Wyoming 82717-3003
Phone (307) 686-5222
www.gillettesy.gov

JOB POSTING ANNOUNCEMENT In House & Open to the Public

Position:	Planner
Division/Dept.:	Development Services Department
Job Code:	6102
Range of Pay:	57
Rate of Pay:	\$52,540 to \$73,607/YR
Benefits:	Yes
FLSA Status:	Exempt
Employment Status:	Full-Time

NATURE/PURPOSE OF WORK: Under general supervision, performs professional work in the field of planning, plan and development review for the City of Gillette.

JOB FUNCTIONS/DUTIES: *The following EXAMPLES OF DUTIES are **NOT** intended as a comprehensive list. These provide a representative summary of the major duties and responsibilities. Incumbents may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

EXAMPLES OF DUTIES: Analyzes and reviews development proposals and applications. Reviews plans and requests for subdivisions, resubdivisions, annexations, and zoning changes. Prepares background case sheets for the Planning Commission and Board of Adjustment. Reviews and approves all residential and commercial/industrial building permit applications. Prepares elements of the City of Gillette's Comprehensive Plan. Researches planning issues and prepares recommendations.

Organizes and facilitates meetings with developers and community groups. Introduces and discusses new development proposals and planning projects. Responds to planning questions from citizens, developers and other interested parties. Confers with and advises architects, builders, attorneys, contractors, engineers and the public on the City of Gillette's Comprehensive Plan and/or specific plans, development policies ordinances and standards.

Designs and prepares illustrative and graphic presentation materials for public hearings and meetings. Utilizes the City's mapping programs. Collects, records, and maintains statistical and demographic databases. Prepares a variety of planning reports, documents and correspondence. Prepares and presents technical staff reports for the Planning Commission, City Council, and other boards and commissions.

Performs other duties as assigned or required.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

- Knowledge of applicable city, county, state and Federal statutes, rules, ordinances, codes, regulations, administrative orders, case law and other governing rules and regulations.
- Knowledge of the City's and the Department's policies and procedures.
- Knowledge of the principles of strategic planning.
- Knowledge of the principles of files and records management.
- Knowledge of the legislative process and intergovernmental relations.
- Knowledge of the theory, principles, practices and methods of municipal planning.
- Skill in reading, understanding, interpreting and applying relevant city, county, state and Federal statutes, rules, ordinances, codes, regulations, administrative orders, case law and other governing rules and regulations.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in assessing, analyzing, identifying and implementing solutions to complex problems.
- Skill in preparing and presenting written and oral reports and presentations to internal and external audiences.

- Skill in establishing and maintaining effective working relations with co-workers, other City employees, representatives from other city, county, state and/or Federal agencies, the news media, general public and/or others having business with the City of Gillette.
- Skill in operating a personal computer utilizing a variety of software and operating systems/applications.

MINIMUM QUALIFICATIONS:

A Bachelor's degree in Planning, Community Development or closely related field **AND** two (2) years of relevant municipal planning or closely related experience **OR** any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

Additional Requirements:

May be required to lift and/or carry heavy, bulky supplies, materials and/or other items weighing up to 35 pounds.

May be exposed to dangerous machinery, potential physical harm, extreme weather conditions and infectious diseases.

May be required to work outside the traditional work schedule.

May be subject to call out and/or call-back.

HOW TO APPLY

Complete the required City of Gillette Police Department application, which is available on the City website at www.gillettewy.gov/employ or contact Human Resources at 201 E 5th St, Gillette, WY 82716.

Application Deadline: Open Until Filled

Pre-Employment Drug Screening Conducted. Equal Opportunity Employer