



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:	Senior Planner
Division/Dept.:	Development Services Department
Job Code:	6101
Range of Pay:	61
Rate of Pay:	\$57,994 to \$81,248/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. Assist in the articulation of long range and current planning goals and policy implementation for the City. Collect and analyze various data including land use inventory, title data, property ownership data, statistical data, census data, etc.

EXAMPLES OF DUTIES:

Performs complex and specialized planning duties including but not limited to the subdivision of land, rezoning and interpretation and application of Comprehensive Plan. Actively involved in the intake, processing, tracking and monitoring of subdivision and zoning applications and case management. Review proposed development and subdivision plans, summarize input from various City departments and outside agencies, formulate recommendations and make presentations to the Planning Commission and City Council. Process rezoning changes and easement vacation requests by investigating requests, make recommendations, publish public notices and make appropriate presentations. Formulates recommendations and presents updates and modifications to the Subdivision Regulations, Zoning Ordinance, Comprehensive Plan, Condominium Regulations as necessary.

Provide technical support to other city departments, citizen groups and government agencies as requested or needed. Assist with departmental budget development, preparation and expenditure control.

Interaction with development community and general public.

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 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.
- Demonstrated skill in the principles of management and supervision, budget administration and development and customer service.
- 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** ten (10) years of relevant municipal planning or closely related field or any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.
- American Institute of Certified Planners (AICP) Certification.
- A Graduate or Masters Degree in Planning or Community Development will be considered in lieu of AICP Certification.

Additional Requirements:

- Work is of considerable difficulty and complexity and is performed under general supervision. Must exercise judgment and make some decisions routinely.
- Involves matter of considerable complexity and importance, some of which may be controversial and involve considerable tact, diplomacy and interpersonal/human relations skills in maintaining positive working relationships.
- May be required to lift and/or carry heavy, bulky supplies, materials and/or other items weighing up to 35 pounds.
- May be required to work outside the traditional work schedule and is 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