

COUNTY PLANNER, SUBLETTE COUNTY, WYOMING

Salary Range: \$65,000-\$75,000, dependent on experience and education

Experience Required: 3-5 Years

AICP: Desirable

Application Deadline: Open until filled

Education and Experience: Bachelor or Master's degree in planning or related field with at least 3-5 years of experience or an equivalent combination of education and experience with strong strategic leadership skills combined with project management experience. Effective problem-solving, project management, public relations, interpersonal communications, and policy skills are essential. Have a proven track record of working positively with the general public, Elected Officials, and a wide variety of citizen groups.

Duties and Responsibilities: Position works under the direct supervision of the five-member Board of County Commissioners. The office is budgeted for part time assistance, but not currently staffed. This position serves as staff to the Planning and Zoning Commission on zone change requests for subdivisions and processing applications to subdivide, long-range planning matters, and implementation of the County Comprehensive Plan. Responsible for a variety of current and long-range planning activities including, but not limited to, the review and preparation of reports related to subdivision proposals and rezoning requests, conditional use/variance applications, preparation of regulation amendments, comprehensive plan review, and special planning studies.

Sublette County provides retirement through the Wyoming Retirement System, health insurance for the employee with an HSA plan, life insurance, disability insurance, vacation, sick leave, credit union membership, and other optional insurances.

This position is suited for motivated planners who wish to work in a dynamic, fast-paced office. Communication skills are a must. A sense of humor is also an asset. In the interest of being most expedient to all concerned, we request that only serious applicants apply for the position.

Application: Submit cover letter and resume to:

Mary Lankford, Sublette County Clerk
P.O. Box 250, 21 S. Tyler
Pinedale, WY 82941
307-367-4372 Office
307-367-6396 Fax
mary.lankford@sublettewyo.com