



TOWN OF JACKSON JOB DESCRIPTION

JOB TITLE: Associate Planner

LAST UPDATED: 2016

PAY BAND: 8

FLSA STATUS: Exempt

DEPARTMENT: Planning

SUPERVISOR: Planning Director

Job Purpose: Provides information, professional assistance, and guidance concerning zoning and land development ordinances and building permits. Reviews building plans, sign permits, and business licenses for compliance. Reviews development permit applications for variances, conditional use permits, and final development plans.

Supervision: Works under daily and specific direction of Planning Director.

Supervision Exercised: Has no supervisory responsibilities.

Essential Duties and Responsibilities:

(This list does not include all duties and responsibilities that may be assigned to this position.)

Performs development permit reviews, including analyzing, transmitting, and interpreting site plans, meeting with permit applicants, scheduling hearings for applications, preparing staff reports and providing technical assistance to Town Council and Planning Commission, and delivering oral presentations.

Performs building permit, sign permit, and business license reviews.

Provides exceptional internal and external customer service by assisting public and Town of Jackson personnel with inquiries concerning development permits, zoning ordinances, interpretation of land development regulations, sign ordinances, and all applicable rules and regulations.

Researches, develops, writes and amends ordinances.

Assists with accurate and timely gathering, preparation, and dissemination of information and data pertaining to maintenance to Town of Jackson planning and building operations.

Performs code enforcement duties, including the physical review of Town corporate limits and all related professional correspondence.

Conducts planning audits as directed, including physical inspections performed with the intention of processing and releasing bonds or letters of credit for landscaping, affordable and employee housing, etc.

Performs Geographic Information System (GIS) data entry and retrieval as required.

Desired Minimum Qualifications:

Education and Experience:

Any combination of education and experience providing skill and knowledge for successful job performance is required. Typical qualifications include:

- Bachelor's Degree in professional land use planning, architecture, landscape architecture, geography, law, political science, or related field, Master's Degree preferred; and
- One (1) year professional work experience in land use, resort planning, urban design, or related discipline.

Job-Specific Knowledge, Skills, and Abilities:

- Knowledge of uniform national codes adopted by Town of Jackson, applicable land development regulations, and other rules and regulations governing structures built within Town limits.
- Knowledge of development review processes.
- Knowledge of Town of Jackson and Teton County geography preferred.
- Working knowledge of and ability to implement planning principles, practices, and methods.
- Working knowledge of zoning laws and comprehensive plans including their formation, process of adoption, and enforcement.
- Working knowledge of word processing, spreadsheet, and planning application software, including MS Word, Excel, Outlook, PowerPoint, and GIS (MapInfo) applications.
- Skilled in operation of equipment and tools listed below.
- Ability to appear before public bodies, make professional presentations, answer questions, and represent interests of Planning and Building Department.
- Ability to adhere to policies and procedures concerning building plan reviews, scheduling and performing inspections, correspondence preparation, and records filing and management.
- Ability to use mathematical reasoning, analytical skills, and technology, and to apply results.
- Ability to communicate effectively verbally and in writing with architects, contractors, developers, owners, supervisors, employees, and citizens.
- Ability to read, analyze, and interpret relevant scientific and technical journals, financial reports, and legal documents.
- Ability to respond to inquiries and/or complaints from citizens, regulatory agencies, and members of the business and development communities.

Knowledge, Skills, and Abilities Related to the Town of Jackson Purpose, Mission, and Values:

Our Purpose (Why we exist as an organization)

The Town of Jackson exists to provide municipal services necessary to support the residential, business, environmental, and historical interests that define our community. Our services enhance the quality of life for those who live here and enhance the experience for our guests.

Our Mission (What we do)

It is the mission of the Town of Jackson Municipal Organization to provide municipal services that enhance the quality of life for our residents and guests and to help support the local economy. We train, mentor and challenge our employees to develop to their highest potential

and to provide service that exceeds the expectations of residents, guests and others. We foster partnerships to solve problems and more effectively use our resources. We appreciate the unique environmental resources and scenic beauty where we live and work and acknowledge our responsibilities to future generations.

VALUES

CUSTOMER FOCUS & SERVICE. *We provide exceptional customer focus and service – to both internal and external customers.*

OPENNESS. *We are open in all respects as we work together – displaying an open mind, an open door and open communication.*

INNOVATION. *We utilize the creativity and innovative ideas of employees at all levels to address our increasingly complex challenges.*

RESPECT. *We treat everyone, everything and everywhere with respect.*

PROFESSIONALISM. *We display high levels of professionalism in all interactions.*

POSITIVE WORKPLACE. *We take responsibility for creating a positive and healthy workplace – through displaying positive attitudes and positive behaviors.*

STEWARDSHIP AND CONSERVATION. *We are the current caretakers of our resources.*

IT IS MY JOB. IT IS OUR JOB.

- Ability to understand and contribute to accomplishing the Town of Jackson Purpose and Mission.
- Ability to understand and comply with the Town of Jackson Values.
- Ability to read, comprehend, and comply with the Ins and Outs of the Town of Jackson Values as set forth in the Performance Management System documents.
- Ability to be an example to others in the organization in terms of understanding and application of the Town of Jackson Values.
- Ability to display positive behaviors towards improving the culture of the organization through understanding, support, and application of the Town of Jackson Values.

Special Requirements:

- Valid state driver's license or ability to obtain Wyoming driver's license within one month of hire.
- Ability to read, write, speak, and comprehend the English language.

Equipment and Tools Used:

- Personal computer and applicable professional business software applications, photocopier, fax machine, typewriter, 10-key calculator, and other business/office equipment, automobile.

Physical Requirements:**

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

While performing job duties, employee frequently sits, sees, hears, and speaks. Employee frequently uses hands to finger, handle, or feel objects, tools, or controls. Employee frequently uses a computer.

Employee is exposed to moderate levels of walking.

Employee occasionally stands. Employee occasionally carries books and files, and stoops, kneels, and bends.

Specific vision requirements for this job include frequent exposure to near vision and the ability to adjust focus. Employee occasionally uses far vision. Hand-eye coordination is required to operate computers and office equipment.

Specific auditory (hearing) requirements for this position include frequent exposure to routine conversation in a normal office environment and the ability to distinguish between telephone, voice, and other tones and signals.

Mental Requirements:**

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

While performing job duties, employee frequently reads, comprehends, and executes simple and complex, verbal and written instructions, reads and interprets detailed prints, sketches, layouts, and specs, counts and makes simple arithmetic additions and subtractions, and uses measuring devices (tapes, gauges, rules, weight scales, etc.). Employee frequently plans own work activities, works alone, works without supervision, and works on several tasks at the same time.

Employee is exposed to moderate levels of working as a member of a team and working under pressure.

Employee occasionally estimates size, form, quality, or quantity of objects and operates a car or truck. Employee occasionally works rapidly for long periods of time. Employee may occasionally encounter confrontational situations associated with the planning and building function.

Working Conditions:**

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

While performing job duties, employee frequently works inside. Employee is frequently exposed to noise generated in a normal office environment.

Employee is occasionally exposed to adverse weather and/or unfavorable traffic conditions while driving from Town of Jackson offices to off-site locations.

**The terms "Frequent," "Moderate," and "Occasional" are quantified as follows:

- Frequent: occurs 60-100% of the time
- Moderate: occurs 21-59% of the time
- Occasional: occurs 1-20% of the time

Job Selection Guidelines:

Formal application, rating of education and experience, oral interview, reference check, and job related tests may be required, including physical agility test, polygraph examination, drug testing, etc.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description is intended as a guide for the efficient and professional performance of a job. Nothing herein shall be construed to be a contract between the Town of Jackson and the employee. Additionally, this job description is not to be construed by any employee as containing binding terms and conditions of employment. The Town of Jackson retains the absolute right to terminate any employee, at any time, with or without cause. Management retains the right to change the contents of this job description, as it deems necessary, with or without notice. Employment is on an at-will basis.

I, the undersigned, have read and understand this job description and am able to perform essential job functions with or without any reasonable accommodation:

Employee Signature: _____ Date: _____

Approval: _____ Approval: _____
Supervisor Personnel Director

Effective Date: _____ Revision History: _____