



TOWN OF PALISADE, COLORADO

Job Opening: Planning Director

Department/Division: Administration
Work Location: Town Hall, 175 East 3rd Street, Palisade, CO
FLSA Status: Exempt
Salary Range: \$65,000- \$80,000

Submit Resume To: Town Administrator, Janet Hawkinson at
jhawkinson@townofpalisade.org

Job Closes December 30

GENERAL STATEMENT OF DUTIES

The purpose of this position is to provide for community growth and development in the Town. The position protects the quality of life for residents of the community. This is accomplished by following the policies set by the Town Trustees and working with the Comprehensive Plan, the Land Development Code, and Planning Commission. The Planning Director organizes and directs the overall operation of the Planning Department, including budget preparation and administration; serves as staff advisor and/or project manager on community development projects; assists and coordinates with other staff in writing grant applications; oversees the Town's funding of Palisade Art Vision and Palisade Historical Society; acts as Town liaison with developers and property owners; is responsible for zoning enforcement; coordinates with Code Enforcement functions with the Police Department; and works on long range planning projects and grants.

KNOWLEDGE, SKILLS, AND ABILITIES

Education and Experience:

Any equivalent combination of education and experience that provides the applicant with the required knowledge, skills, and abilities to perform this job. A typical way to obtain the knowledge and abilities would be:

Preferred Qualifications: Certified Planner from American Planning Association (APA); AND/OR a Master's degree in Planning or related field and 1 year of directly related planning experience;

Minimum Qualifications: A minimum of 2 years of work experience in a field closely related to planning and a Bachelor's degree in a closely related field.

Related fields include but are not limited to: Landscape Architecture; Engineering; Architecture; Project Management.

- Computer Programs Used: Microsoft Office Suite, Adobe DC/Creative Suite, ESRI ArcGIS Pro and ArcGIS Online, Sketchup
- Must have current Colorado Driver's License or the ability to obtain one upon hire.

ESSENTIAL DUTIES

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The Town of Palisade retains the right to modify or change the essential and additional functions of the job at any time.

Organizes and directs the activities of the Planning Department in a manner that optimizes the use of financial, physical, and human resources in accomplishing assigned functions and achieving organizational objectives. Supports the Town's core values and aligns department activities with the Town's mission and goals. Coordinates department activities with other departments throughout the organization and with outside agencies as necessary.

- Prepares Planning Department budget. Responsible for monitoring and controlling department spending pursuant to Town policies and regulations.
- Look for opportunities that will lead to the beautification of the community.
- Prepare and submit grant applications for community development projects.
- Support historic preservation efforts and work with Palisade Historic Society.
- Support opportunities to implement recommendations included in the Comprehensive Plan.
- Improve navigational and interpretive signage including but not limited to information signs, wayfinding signs, and historic markers.
- Oversee the building codes through coordination with Mesa County Building Department.
- Update department information regularly on the Town web site.
- Coordinate and facilitate Planning Commission, including scheduling of meetings/hearings, staffing, preparation of staff reports/decision documents, Commissioner training, site visits, etc.
- Attend Town Board of Trustees meetings to represent the work of the Planning Department.
- Serves as the Town Floodplain Administrator.
- Work with the Palisade Comprehensive Plan and Land Development Code.
- Encourage resident participation in overall community planning process.
- Process applications for new subdivisions, zone changes, annexations, site plan reviews, special events, and other planning related permits and planning clearances.
- Supervises and coordinates the preparation of maps, plans, and analyses using GIS software as required and requested by Town staff.

In partnership with the Town Administrator, leads strategic planning activities and problem-solving initiatives for the organization; identify issues and opportunities; implement and monitor programs and special projects.

Advocates necessary change to promote outstanding quality of life within the community; coordinates and resolves interdepartmental issues that arise from development and community issues.

Provides professional advice to the Town Board, Town Administrator, and other Town departments and civic groups on Community Development related matters.

Communicates official plans, policies, and procedures to staff and the public; makes formal presentations as necessary.

Interprets ordinances and regulations as they apply to applications and permits. Makes administrative decisions as specified in the municipal code and land development code.

Provides excellent customer service; communicates courteously and responsibly; provides effective and efficient service both internally and externally. Creates and retains effective working relationships throughout the organization and in the community. Maintain critical, sensitive, and confidential communication. Utilize diplomacy, communication, and conflict management skills. Investigate and resolve complaints.

REPORTING RELATIONSHIPS

Supervision Received:

General direction provided by the Town Administrator.

Supervision Exercised:

Planning Commission

Experience:

- Knowledge and experience in municipal administration.
- Skills in communications and customer relations; negotiating and facilitating; public speaking; excellent organization and writing skills.
- Ability to plan, assign, and coordinate the work of planning, land use codes and development applications.
- Ability to operate and use a personal computer and audio-visual equipment.
- Ability to establish and maintain effective relationships with Town officials, other governmental agencies, citizens, and the public.
- Ability to present complex land use and designs to the Planning Commission and the Board of Trustees.

EQUIPMENT USED

Standard office equipment including, but not limited to, personal computer and associated hardware and software, telephone, copier, calculator, cellular phones and fax.

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 qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in a climate controlled office environment. The noise level in this environment is usually quiet to moderate. Work outside the office may include visiting construction sites and projects.

The duties listed are intended only as illustrations of the various types of work that may be performed and are in no way construed or perceived to be exhaustive. 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.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

PHYSICAL AND OTHER REQUIREMENTS

While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, use hands, fingers, handle, feel or operate objects, and stoop, kneel, crouch, or crawl. The employee is occasionally required to reach with hands and arms.

Employee must communicate clearly and effectively; must understand and be understood.

On rare occasions, the employee may be required to climb and balance. The employee must occasionally carry, pull, push or lift up to 20 pounds.

Specific vision abilities required by this job include close and distance vision acuity and the ability to adjust his or her focus, allowing a broad field of vision.