



The Town of Green Mountain Falls

Planning Technician Part Time

Job Announcement

Position Title:	Planning Technician Part time
Announcement Date:	March 6, 2024
FLSA:	Covered
First Review of Applications:	March 27, 2024
Compensation:	\$20.20 to \$23.63 per hour

General Statement of Duties In a lead capacity, this position performs professional, technical, and administrative work in planning, land use and development and serves as primary staff liaison to the municipal Planning Commission. In conjunction with the Town Clerk/Treasurer, the Planner also provides administrative backup tasks in support of general Town Hall functions.

Qualifications, Education, and Experience:

College degree or course work in urban/regional planning, public administration, or a related field preferred.

Application Procedure:

Submit a Town of Green Mountain Falls Employment Application to:
Becky Frank, Town Manager
Town of Green Mountain Falls
PO Box 524
Green Mountain Falls, CO 80819
manager@gmfc.us

Planning Technician

Part-Time

Job Description

Revised 3/6/2024

Position Title: Planning Technician
Classification: Part-Time
FLSA: Covered – subject to overtime pay
Work Schedule: Twenty hours per week. Schedule to be determined by the Town Manager. Expected to attend Planning Commission meetings as scheduled.
Range: \$17.20 per hour - \$23.63 per hour

General Statement of Duties:

In a lead capacity, this position performs professional, technical, and administrative work in planning, land use and development and serves as primary staff liaison to the municipal Planning Commission. In conjunction with the Town Manager and Town Clerk/Treasurer, the Planner also provides administrative backup tasks in support of general Town Hall functions.

The essential job obligations and major responsibilities listed 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. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change. Other duties and responsibilities may be assigned by the Town Manager at any time.

Reports To: Town Manager.

Supervisory Responsibility: None.

Essential Functions:

- Serves as the first point of contact for land use inquiries from citizens and other staff.

- Coordinates, reviews, analyzes, evaluates, and manages land use applications through the approval process. This includes staff review and processing, Planning Commission action, and Board of Trustee action.
- Establishes communications and processes between Town Board, staff and possible consultants toward the development and refinement of various municipal permitting and review processes.
- Effectively communicates with developers, consultants, and the public in explaining planning and land use procedures and standards.
- Interprets and applies applicable codes and regulations, including the Town's municipal code provisions and relevant state/federal laws.
- Assumes a lead role with respect to the implementation of the Town's comprehensive plan community visions and objectives.
- Develops and maintains an awareness of the Town's commercial climate and develops and presents concepts geared toward community economic development.
- In response to various process requirements, research factual backgrounds, applicable regulations, and prepares analyses and findings in support of application review requirements.
- Prepares staff recommendations via the production of reports, supplemental material, and presentations to Planning Commission and Board of Trustees
- Attends Planning Commission meetings and ensures that meeting minutes are properly recorded, relayed to the Town Board, signed and archived.
- Prepares and distributes Planning Commission agenda packets.
- Ensures that Planning Commission meetings are posted to the public and website.
- Serves as liaison between the Planning Commission, Board of Trustees, and other administrative staff.
- Provides general office support in conjunction with the Town Clerk/Treasurer.

Knowledge, Skills, and Abilities:

- Ability to clearly present findings and recommendations through written and verbal communications.
- Ability to communicate effectively with the public, Town staff, outside agencies, customers, and elected officials.
- Knowledge of planning principles and practices; familiarity with applicable federal, state, and local land use regulations; ability to conduct research in support of planning, land use, and economic development assignments.
- Knowledge and experience with the development review process, how to apply zoning and development codes, and long-range planning principles; regulations associated with zoning processes and land use decisions.
- Computer skills, including but limited to Microsoft Office programs.
- Excellent customer service skills – written, verbal, and analytical.

- Ability to work in a busy environment with frequent interruptions and fixed deadlines.
- Ability to work independently, while being available to the public during specified hours and meeting deadlines.

Education/Experience:

- College degree or course work in urban/regional planning, public administration, or a related field preferred.

Physical Demands and Working Environment:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Standard office setting; exposure to computer screens and other electronic equipment. Typical indoor air quality and temperatures. Travel to outlying sites may involve exposure to a variety of weather conditions.

Physical: This job involves sitting for extended periods of time, with the ability to stand, walk, reach, bend, and twist for short, intermittent times. Must be able to lift and carry objects weighing 30 pounds or less on occasion.

Vision: Ability to see in a range from reading distance to a distance of 20 feet with or without correction; vision sufficient to read computer screens and printed documents, and sufficient to recognize individuals from across the room.

Hearing: Hear in the normal audio range with or without correction.

Speaking: Be able to speak in an understandable voice with sufficient articulation.