



**GUNNISON COUNTY, COLORADO  
POSITION DESCRIPTION**

**POSITION TITLE:** Planning Manager  
**DEPARTMENT:** Community and Economic Development  
**CONTENT CHANGES:** September 2021

**GENERAL PURPOSE**

The Planning Manager will focus on leading current land use planning, code updates and revisions, and supervision of planning and administrative staff in the Community Development department. The position will perform professional and technical work in the Community Development Department and will independently plan and implement long range planning projects and manage complex development applications. Supports Director of Community Development and other staff in department activities. Performs a variety of routine and complex technical and professional work in current and/or long range planning of the county and the development and implementation of land use and related policies and regulations.

**SUPERVISION RECEIVED**

Works under the general supervision of the Director of Community and Economic Development

**SUPERVISION EXERCISED**

Planning Manager will supervise planners and administrative staff and will collaborate with Building and Environmental Health Official Manager on shared activities within the Community Development Department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Understand and interpret the Gunnison County *Land Use Resolution* and apply best planning practices to facilitate and regulate complex land use applications. This includes facilitating public meetings, presenting complex applications to decision makers, meetings with various parties associated with the applications, and diplomatically guiding projects through the development review process to achieve compliance with the Gunnison County *Land Use Resolution* while providing a high level of customer service.

Delegates planning tasks and supervises, coordinates, and directs the activities of land-use file project managers (staff planners). Develops work plans and methodologies to accomplish planning program objectives. Provides answers to process questions for staff planners and instructs and coaches staff planners on the policies, regulations and programs administered by the Planning Division. Attends pre-application and consultation meetings with property owners, prospective developers, and representatives from all applicable county departments on an as-needed basis.

This position is also responsible for coordinating input on development application from Federal, State, local, and other County agencies/departments. This position conducts technical review of permit applications for compliance with Gunnison County *Land Use Resolution*; presents staff reports on projects to recommending and decision-

making bodies; determines applicable standards for each project; conducts analyses to determine impacts created by different land use projects. For projects that are reviewed by the Planning Commission or Board, this position will develop recommendations and present staff reports to appointed boards and elected officials in public meetings.

Supports long-range planning processes on an as needed and capacity available basis including but not limited to: master planning, land use code development, community visioning, economic development, neighborhood planning, transportation planning and other land use related policy topics. Investigation and research on technical policy topics, facilitating diverse public input, and writing technical policy documents in a collaborative fashion with other professional colleagues is required.

Builds and maintains strong relationships with local municipalities, non-profits, business interests, and other agencies with a focus on economic development. Uses sound judgment to determine when to make independent decisions and when to seek direction from Community Development Director. Attends and participates in appropriate public, inter-departmental and departmental meetings.

Assists the Director in the administration of County land use regulations, and Department procedures, and works with the Director and the County Attorney regarding interpretation and enforcement of County land use regulations. Implements policies and directives of the Board of County Commissioners and Planning Commission regarding land use and development in Gunnison County. Advises Planning Commission and Board of Commissioners about specific elements of local, and state and Federal land use regulations as they may affect local land use development.

Evaluates environmental information relative to land use activities, and recommends mitigation measures to reduce impacts of development. Prepares graphics and maps for a variety of reports, plans, grant applications, publications or meetings. As assigned, prepares and writes grant application components such as graphics, maps, development trends, and population projections, site plans and grant applications.

Responds to citizens inquiring about local planning and land use regulations.

#### **PERIPHERAL DUTIES**

Serves as a member of various County staff committees, and represents Gunnison County on community committees as assigned.

May be required to conduct onsite reviews of site plans for proposed projects, in determining compliance with the *Gunnison County Land Use Resolution*.

Attends professional development workshops and conferences to broaden working knowledge of planning issues.

#### **DESIRED MINIMUM QUALIFICATIONS**

##### **Education and Experience:**

- Graduation from an accredited four-year college or university with a bachelor's degree in urban/regional planning, or related fields; and
- Master's degree in urban or regional planning or related field;
- AICP certification preferred

- Three to five years professional planning experience and demonstration of increasingly responsible related experience in land use planning and local government administration
- Three to five years of experience with direct contact and assistance to the public in a governmental or regulatory context;
- Considerable knowledge of federal, state, and local laws, ordinances, and codes pertaining to a wide variety of planning topics.
- Ability to provide constructive and timely feedback, support, and coaching to supervisees.
- Ability to interact with the public in a positive, collaborative, non-confrontational manner. Capacity to manage conflict to an effective and positive outcome.
- Excellent organizational and record-keeping skills. Has oversight and responsibility for project approval of multiple complex projects. Effectively interprets data dealing with complex problems and situations. Demonstrate critical thinking and analysis capability, synthesizes complex facts and issues in order to propose successful solutions tailored to competing interests.
- Has the organizational savvy to build allies and relationships throughout the County organization and with related community partners.
- Works with allies to build consensus and create results, is appropriately diplomatic, understands others' roles and perspectives, and promotes projects and ideas across the Department, County, and the western Colorado region.
- Experience with drafting and effectively presenting written and oral presentations to elected officials, commissions or the public, or
- Any equivalent combination of related education and experience that the County deems appropriate.

**Necessary Knowledge, Skills and Abilities:**

- Thorough knowledge of the *Gunnison County Land Use Resolution* planning processes; Building and Environmental Health offices permitting processes.
- Principles and practices of urban planning, land use, zoning and subdivision law, theory and applications.
- General principles and practices of Public Administration.
- Working with maps, site plans and other graphic renderings.
- Knowledge of applicable state, federal and local laws, rules and regulations.
- All computer applications related to the work.
- General business and management principles and practices.
- Recordkeeping, report preparation, filing methods and records management techniques.
- Methods and techniques of research, statistical analysis and report presentation.
- Working knowledge of personal computer office software programs, including word processing, spreadsheets, and hardware devices
- Knowledge of GIS software
- Exceptional ability to communicate orally and in writing with the general public, applicants, elected officials, supervisors and employees.
- Ability to establish effective cooperative working relationships.
- Knowledge of local geography and natural resources related to Planning.
- Ability to effectively work with the public.
- Ability to effectively work as a member of a team.
- Ability to plan, organize, and carry out assignments with normal supervision
- Skill in operation of listed tools and equipment.

**SPECIAL CONSIDERATIONS**

Job includes on-site visits in inclement weather.

Experience in driving in mountainous terrain, on 4x4 roads, including winter conditions. Is responsible for occasionally driving boards to project sites or off-site meetings, using County vehicles.

**SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. 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.

**ACKNOWLEDGEMENT OF RECEIPT**  
**PLEASE SIGN AND RETURN TO THE HUMAN RESOURCES OFFICE**

I \_\_\_\_\_ acknowledge that I have received a copy of the current job description for the position of Planner II with Gunnison County. I understand the job description does not constitute an employment agreement between Gunnison County and myself and is subject to change by the County in its sole discretion.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date