



CITY PLANNER

\$45,000 - \$55,000

Plus Excellent Benefits

Apply by

October 30, 2022

(First Review, Open Until Filled)

PROTHMAN



THE COMMUNITY



Located near the banks of the majestic Yellowstone River in southern Montana, the City of Laurel is perfectly situated in the center of a wide range of

places to visit, sites to see, and activities to enjoy. Just 13 miles south of Montana's largest city Billings, the City is home to approximately 7,222 residents and maintains a quaint, small-town atmosphere for both residents and visitors to enjoy.

The City's downtown area offers top-rated accommodations with specialty shops, shopping centers, and both chain and locally owned restaurants, cafes, coffee shops, and grills. Residents enjoy a number of recreational activities, including bowling, swimming, fitness centers, and a public library.

The City has an abundance of local parks which provide outdoor opportunities for camping, fishing, skateboarding, swimming, and playing a variety of games in the tennis and basketball courts. The River Side Park sits on the Yellowstone River and provides waterfront access for swimming and some of the best trout fishing in the world. The park also has horseshoe pits, volleyball courts, picnic areas, and barbeque pits for all to enjoy. The Thompson Park boasts three baseball fields, children's playground equipment, restroom areas, and a covered picnic area. Other outdoor recreation areas include the Buffalo Mirage Fishing Access, Laurel's 18-hole Golf Club, and the Cooney Dam. Laurel is in a period of unprecedented building and development, which is bringing the quality of life to new heights.



For those looking to explore, the Red Lodge Mountain ski area is about 50 miles south of Laurel and includes 65 trails and slopes for family friendly skiing and snowboarding. Continuing south, the Beartooth Mountains feature diverse forests and grasslands, and vast mountain ranges, peaking at over 12,000 feet, for hiking, biking, and site seeing.

The City is also 114 miles from the famous Yellowstone National Park where tourists can view the Old Faithful geyser, which erupts approximately every 80 minutes, and experience dramatic canyons, massive rivers, lush forests, hot springs, as well as see an extraordinary array of wildlife.

THE CITY

The City began in 1806 when Captain William Clark of the famous Lewis and Clark expedition camped at the mouth of the Clarks Fork River where it meets the Yellowstone River. This site eventually became the town of Carlton, and later changed to the name Laurel because of an abundant local shrub found in the hometown of a railroad official from North Carolina. As time went on, the location of Laurel moved north and west, away from the Yellowstone River to its present location.

The City of Laurel operates under a nine-member City Council which includes the Mayor and eight Council Members, with two elected from each of the City's four Wards. City Departments include Ambulance Services, City Court, Clerk/Treasurer, Fire, Library, the Mayor's Office, Police, Public Works, City Attorneys, and Planning.

THE DEPARTMENT & POSITION

The Planning Department is responsible for guiding and directing the future growth of the City. Department Staff strive to plan for growth and development while maintaining the hometown atmosphere that citizens enjoy.

Reporting to the Planning Director, the City Planner is responsible for current short-, medium- and long-term planning, zoning compliance, subdivision review, and economic development activities. The Planning Department seeks to both build on current assets within the City through development and to grow the City through thoughtful planning projects and expansions.

The main goals of the City Planner are to provide consistent direction for projects within the City; manage major planning activities and code; guide subdivision developments through the public process; ensure growth activities maintain a high quality of life for residents; and create an attractive community for prospective residents, businesses, and institutions.

For a full job description and to view all responsibilities, please view the attachment found [here](#).

IDEAL CANDIDATE

Education and Experience:

Candidates must have a Bachelor's Degree in land-use planning, urban planning, or a closely related field, and a minimum of two (2) years of experience as a land use planner for a public agency or consulting firm.

Necessary Knowledge, Skills, and Abilities:

- Demonstrated knowledge of zoning and subdivision theory and history and of comprehensive planning, including rationale, creation, and enforcement.
- Knowledge and skill in the operation of computers and computer software, including Word, Excel, and PowerPoint; working knowledge of ArcView a plus.
- Ability to express oneself effectively in all avenues of communication.
- Collaborative problem-solving and negotiating skills.
- Ability to develop, implement, and maintain effective record-keeping systems, procedures, and policies.

- Ability to lead large and small projects from inception to completion with close attention to detail.
- Ability to keep certain proprietary information confidential.
- Ability to establish effective working relationships; and communicate professionally with the public.
- Ability to exercise discretion, tact, courtesy, and patience with difficult internal and external customers.

COMPENSATION & BENEFITS

- **\$45,000 - \$55,000 DOQ**
- 100% Employer paid medical, dental, and vision insurance.
- Employer paid life insurance.
- Optional Health Savings Account.
- Short-Term and Long-Term Disability and \$600 Flex medical reimbursement (prorated).
- Montana Public Employees Retirement System. The employee pays in .079% and the employer pays .0897%. The employer option will raise 1% each year. This City also offers a 457 pre-tax retirement plan which is 100% employee paid.
- 40 hours personal time per year (prorated).
- 15 days of vacation (after 6 months' probation).
- 12 days of sick leave (after 3 months' probation).
- 10 paid holidays.

**For more information on the
City of Laurel, please visit:
www.cityoflaurelmontana.com**

The City of Laurel is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **October 30, 2022** (first review, open until filled). Applications, supplemental questions, resumes, and cover letters will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "Open Recruitments", select "City of Laurel, MT – City Planner", and click "Apply Online", or click [here](#).



www.prothman.com

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