PURPOSE OF POSITION:
The purpose of this position is to perform intermediate professional work in the handling of a variety of assignments in the planning office; does related work as required. Work is performed under general supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Reviews and coordinates with the Codes Department on development related permits to ensure compliance with adopted/approved standards.
2. Assists with the development of current, long-range and/or other planning activities.
3. Responds to complaints regarding land use, zoning and other codes violations.
4. Provides information to the public.
5. Conducts pre-application meetings and serves as project manager for development review applications.
6. Serves as staff support to various boards and commissions.
7. Prepares and maintains various planning maps, files, graphics and records and performs limited GIS analysis and map preparation.
8. Performs GIS analysis and makes recommendations.
9. Reviews and analyzes plans submitted for zoning changes, subdivisions, variances, site plans, building permits, Certificates of Appropriateness, and conditional use permits.
10. Prepares analyses and makes draft recommendations regarding current physical, social and economic projects.
11. Prepares draft elements of the comprehensive plan relating to a wide variety of social, infrastructure, housing neighborhood, and capital improvement planning.
12. Inspects sites for compliance with approved plans.
13. Assist in administering the sureties required and release schedule with City Engineer and Planning Assistant.
14. Responds to inquiries from the public for information regarding planning activities and assists with identifying and enforcing zoning land use, zoning and codes violations.
15. Prepares legal ads and public notice mail-outs for the Planning Commission, Board of Zoning Appeals, City Council, and Historic Commission.
16. Compiles Socio-demographic data and may perform statistical analysis using socio-demographic data, or survey data.
17. Regular and predictable attendance.
18. Ability to work in a cooperative manner with others.
19. Performs related tasks as required.

MINIMUM QUALIFICATIONS:

Planner I
• Bachelor’s degree in Planning or closely related field with one (1) to four (4) years’ work experience preferred in progressively responsible professional planning field.
• Must have a valid driver’s license.

Planner II
• Must meet all the qualifications of Planner I
• Bachelor’s degree in Planning or closely related field with four (4) years’ work experience in progressively responsible professional planning field or Master’s Degree in Planning or closely related field with two (2) years’ work experience in progressively responsible professional planning field.
• The duties and performance requirements and level of responsibility are generally greater than and more complex
than that of Planner I, and includes assigned work accordingly which includes activities exclusively indicated by an *
above in addition to Planner I activities.
• Must attain AICP professional planner certification.
• Must have a valid driver’s license.

Note: Planner II eligibility is attained by AICP certification.

KNOWLEDGE, SKILLS AND ABILITIES:
• Knowledge of the principles and practices of City planning.
• Knowledge of economics, sociology and municipal finance as applied to City planning.
• Knowledge of current literature and recent developments in the field of City planning;
• Ability to analyze and systematically compile technical and statistical information and to prepare technical reports.
• Ability to prepare and present technical information clearly and in an interesting manner to lay groups and the
public.
• Ability to establish and maintain effective working relationships with professional colleagues, employees and
representatives of other public agencies.
• General knowledge of current office practices and procedures and knowledge of the operation of standard office
equipment and software.
• Ability to prepare and maintain accurate and concise records and reports.
• Ability to understand and effectively carry out verbal and written instructions.
• Ability to communicate effectively with other members of the staff, supervisor, and the public.
• Ability to communicate effectively in both written and verbal form.
• Ability to develop, interpret and implement local policies and procedures; written instructions, general
correspondence; Federal, State, and local regulations.
• Ability to identify problems and deal with a variety of situations.
• Ability to think quickly, maintain self-control, and adapt to stressful situations.
• Ability to maintain discretion related to business decisions and managing files, reports and conversations, within the
provision of open records law and other applicable State and Federal Statutes and Regulations.
• Organize work product and exhibit time management skills needed to meet deadlines.
• Ability to communicate effectively in both written and verbal form.
• Ability to develop, interpret and implement local policies and procedures; written instructions, general
correspondence; Federal, State, and local regulations.
• Ability to prepare and maintain accurate and concise records and reports.
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correspondence; Federal, State, and local regulations.

PHYSICAL REQUIREMENTS:
This is sedentary work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force
frequently or constantly to move objects; work requires fingering, and repetitive motions; vocal communication is
required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at
normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual
inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or
equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

WORK ENVIRONMENT:
Work is often in an office setting. However, the employee is subject to outside environmental conditions including,
extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, dust/dirt, grease/oils, paint fumes,
moving parts of machinery and extreme weather conditions both hot and cold.

The City of Gallatin is a drug-free equal opportunity employer, with policies of non-discrimination on the basis of race,
sex, religion, color, national or ethnic origin, age, disability, military service, or political affiliation.

In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified
individuals with disabilities and encourages both prospective and current employees to discuss potential
accommodations with the employer.