

CITY OF RED LODGE

1 PLATT AVENUE SOUTH, P.O. BOX 9, RED LODGE, MONTANA 59068



Planning Assistant Job Description:

The position of Assistant Planner, is an entry-level position within professional planning. A bachelor's degree is preferred, office experience is required. Experience with any combination of project management, GIS, affordable housing or government experience are preferred. The successful applicant will slowly build their skill set and will be encouraged to attend training opportunities when applicable.

Typical Functions

- Develops studies and reports in support of new and updated plans, programs and regulations
- Reviews or assists in the review of moderately difficult development proposals and site plans for conformance with codes, plans, and regulations
- Prepares and presents detailed reports to government bodies
- Evaluates or assists in the evaluation of ordinance amendments, site plans, conditional use permits, design review permits, variances, grant applications and other proposals
- Acts as liaison between community groups, government agencies, developers and elected officials in developing Planning Board and Parks Board documents
- Coordinates community review of public and private development projects
- Provides information to the public regarding development regulations and code enforcement
- Assists in resolving citizen and customer issues
- Oversees the work of contractors
- Conducts field evaluations and assessments
- Attends some evening meetings
- Performs routine office tasks in designated program areas, including data entry, file management, copying and answering telephone

Typical Knowledge

- Knowledge of the principles and practices of planning
- Knowledge of principles and practices of research and data collection
- Knowledge of effective writing techniques
- Knowledge of computer hardware and software programs, which may include Microsoft Office, WordPress, Internet applications and GIS

Typical Skills

- Oral communication and interpersonal skills to explain rules and procedures clearly to the public
- Creative problem-solving skills to gather relevant information to solve vaguely defined practical problems
- Ability to review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions
- Ability to work on several projects or issues simultaneously
- Ability to work independently or in a team environment as needed
- Ability to attend to details while keeping big-picture goals in mind

Minimum Qualifications

Two years of office experience.