

### Planner I

Department: Community Development Department

FLSA Status: Exempt

Job Level: 104

#### Job Summary

The Planner I is an entry-level professional position in the Community Development Department, reporting to the Senior Planner. This position primarily supports the Town's current planning and development review functions, including the administration and enforcement of the zoning code and adopted design standards and guidelines, and supports the Board of Zoning and Architectural Review (BOZAR) process.

The Planner I supports the processing of development and land use applications, leads public noticing, assists with the preparation of staff reports, coordinates internal and external reviews, and supports BOZAR meetings and decision-making. This position also coordinates communication and engagement efforts for the Community Development Department and administers the Town's Public Art Commission.

In addition, the Planner I assists with long-range planning efforts, including the development and implementation of plans, policies, and regulations identified in the Crested Butte Community Compass and its supporting plans, such as transportation, housing, sustainability, and community livability.

The Planner I works closely with all Community Development divisions, other Town departments, BOZAR, Town Council, applicants, the public, and regional partners within the Gunnison Valley, and must demonstrate strong customer service, responsive communication, and collaborative skills.

#### Duties and Responsibilities

- Supports development application case review and compliance assessments, including evaluating proposals for consistency with the zoning code, calculating Floor Area Ratios (FAR), interpreting the Design Standards and Guidelines, and applying historic preservation requirements for BOZAR review.
- Administers required public noticing procedures, attends BOZAR public hearings, and prepares meeting minutes.
- Assists with the preparation of staff reports, analyses, and draft recommendations for advisory boards, BOZAR, and the Town Council.
- Provides information and customer service to the public regarding development review procedures, active permit applications, zoning and subdivision regulations, historic preservation requirements, and other Community Development initiatives.
- Assists with investigations related to municipal code compliance, as assigned.
- Supports grant writing and reporting efforts related to Community Development initiatives.
- Conducts professional and technical research to support long-range planning and implementation efforts, including collecting, analyzing, and presenting information

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related to the Town's adopted plans and guiding documents, such as the Community Compass, Transportation and Mobility Plan, Historic Preservation Plan, Climate Action Plan, Community Plan, and Housing and Community Spaces strategies.

- Supports community engagement and communication efforts, including maintaining Community Development website content, leading social media tools, support and administer surveys, and facilitate creative public outreach and event coordination, and interacts with residents, applicants, board and council members, and regional partners.
- Administers the Town's Public Art Commission, including coordinating public art projects, preparing commission meeting agendas, and supporting commissioner appointments.
- Performs related duties and additional responsibilities in support of the Community Development Department as required.

### Required Knowledge and Skills

- Basic principles and practices of urban, rural, and regional planning and urban design.
- General knowledge of municipal planning, and Federal, State, and local laws related to land use planning and community development.
- Strong customer service skills, including the ability to respond to and help resolve customer questions or concerns.
- Well-developed verbal and written communication skills, with the ability to prepare clear written materials and deliver public presentations on planning-related topics. Graphical communication skills, including Adobe Creative Suite and Canva, are a plus.
- Ability to learn and apply codes, ordinances, and planning regulations and processes.
- Proficiency or aptitude in using computers and software, including word processing, spreadsheets, survey monkey, mailchimp, and GIS tools.
- Ability to work with mathematical concepts such as fractions, percentages, ratios, and proportions, and to apply statistical or quantitative analyses to practical planning situations.
- Demonstrates initiative and independent judgment on routine tasks. Highly organized, detail-oriented, and capable of managing multiple priorities as part of a team.
- Flexible and adaptable, able to work effectively in a dynamic and evolving environment.

### Minimum Job Requirements

- Bachelor's degree in planning, urban design, architecture, landscape architecture, public administration, or a closely related field.
- Desire to enjoy mountain living and the natural environment.

### Background Investigation

Employment is contingent upon the results of a comprehensive education/experience background investigation and a criminal history record check.

### Materials and Equipment Used

- Computers
- Visual aid equipment
- Bicycles and Motor vehicles

### Working Conditions and Physical Requirements

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Mobility to work in a typical office setting, use standard office equipment and stamina to remain in a stationary position for extended periods of time. The position requires the ability to perform tasks involving physical strength, such as lifting and carrying up to 30 pounds, vision to read printed materials, and hearing and speech to communicate effectively in person or over the telephone. Periodic work outside of normal business hours may be required.

The position includes field visits and related work outside of the office, which may involve navigating uneven terrain and inclement weather. The ability to hike or ride a bicycle is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

***This job description is intended to describe the general nature and level of work expected of this position. This description is not intended to be construed as an exhaustive listing or description of all responsibilities, duties and skills required of incumbents in the job.***

***The Town of Crested Butte is an equal Opportunity Employer.***