

Planner II

Department: Community Development Department

FLSA Status: Exempt

Job Level: 105

Job Summary

The Planner II is a mid-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, with increased responsibility for the administration and enforcement of the zoning code and adopted design standards and guidelines, and plays a key role in supporting the Board of Zoning and Architectural Review (BOZAR) process.

The Planner II independently processes development and land use applications; prepares and presents staff reports, leads public noticing and interdepartmental development review coordination, and supports BOZAR meetings and decision-making. This position exercises professional judgment in interpreting regulations, providing guidance to applicants and the public, and assists with resolving complex or sensitive development review issues.

In addition to current planning responsibilities, the Planner II coordinates Community Development related communication and community engagement efforts, including public outreach, website content, and communication tools, and administers the Town's Public Art Commission, including coordinating public art projects and commission activities. The Planner II also contributes to long-range planning initiatives and policy discussions, including leading select initiatives related to the development, implementation, and refinement of plans, policies, and regulations identified in the Crested Butte Community Compass and its supporting plans.

The Planner II 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, clear and effective communication, collaborative leadership, and the ability to give and receive feedback.

Duties and Responsibilities

- Independently conducts development application case reviews and compliance assessments, including interpreting and applying the zoning code, calculating and verifying Floor Area Ratios (FAR), applying Design Standards and Guidelines, and evaluating historic preservation requirements for BOZAR review.
- Oversees public noticing requirements, regularly attends and supports BOZAR public hearings, and prepares or reviews meeting minutes and materials.
- Prepares, presents, and defends staff reports, analyses, and recommendations to advisory boards, BOZAR, and the Town Council.
- Serves as a primary point of contact for applicants and the public, providing advanced guidance on development review procedures, zoning and subdivision regulations, historic preservation requirements, and Community Development initiatives.

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Job Description

- Leads or conducts municipal code compliance investigations, as assigned, exercising professional judgment and discretion.
- Leads or substantially contributes to grant writing, administration, and reporting for Community Development projects.
- Conducts or leads professional research, data analysis, and technical evaluations to support long-range planning and implementation efforts related to the Community Compass, Transportation and Mobility Plan, Historic Preservation Plan, Climate Action Plan, Community Plan, and Housing and Community Spaces strategies.
- Coordinates or leads community engagement and communication efforts, including public events, outreach strategies, surveys, website content, and communication tools.
- Administers the Town's Public Art Commission, including coordinating public art projects, developing meeting agendas, supporting commissioner appointments, and managing consultant or artist coordination as needed.
- Performs related duties and additional responsibilities in support of the Community Development Department as required.

Required Knowledge and Skills

- Knowledge of urban, rural, and regional planning principles and urban design practices.
- Comprehensive understanding of municipal planning, and Federal, State, and local laws related to land use planning, historic preservation, and community development.
- Strong customer service skills, including the ability to manage complex or sensitive situations with applicants, community members, or stakeholders.
- Excellent verbal and written communication skills, including the ability to prepare, edit, and present professional materials to diverse audiences and make clear public presentations. Proficiency with graphical communication tools, including Adobe Creative Suite and Canva, is a plus.
- Ability to interpret and apply codes, ordinances, design standards, and planning regulations independently and provide guidance to applicants and colleagues.
- Proficiency in using computers and software, including word processing, spreadsheets, surveymonkey, mailchimp, and GIS, and ability to quickly learn new tools to support planning analysis.
- Ability to apply mathematical and statistical concepts to practical planning, development, and policy situations, including advanced analysis and evaluation.
- Exercises independent judgment, initiative, and discretion in decision-making; highly organized, detail-oriented, and capable of leading projects or initiatives.
- Demonstrates flexibility and adaptability to manage multiple, sometimes competing priorities, in a dynamic and evolving environment.
- Strong collaboration skills, including the ability to lead community engagement and communication efforts and coordinate with internal and external stakeholders.

Minimum Job Requirements

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

Background Investigation

Town of Crested Butte

Job Description

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

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.