

## **Planner II, Long-Range Planning**

Department: Community Development

FLSA Status: Exempt

Job Grade: 105

### **Job Summary**

The Planner II is a professional-level position within the Community Development Department, reporting to the Community Development Director or his/her designee. This position coordinates and supports long-range planning initiatives, including special area studies, neighborhood plans, regulatory updates, and transportation and mobility initiatives. The Planner II will plan and implement community engagement efforts and administer the department's communications systems. This position will also assist in regional collaboration initiatives and will provide support and redundancy for the Town's current planning and development review processes. This role requires strong communications skills, analytical skills, the ability to work with diverse stakeholders, and a commitment to advancing the Town's planning and development goals.

### **Duties and Responsibilities**

- Coordinate and assist with long-range planning initiatives, including the development of special area studies, neighborhood plans, and regulatory updates as assigned.
- Coordinate the Town's transportation and mobility initiatives, by conducting research, analyzing data, coordinating planning and policy development, and coordinating with internal departments, regional agencies, and stakeholders for implementation.
- Perform a wide variety of professional and technical work including researching, collecting and analyzing data, and synthesizing community feedback to inform plans, projects, and policy recommendations.
- Assist with consultant contracts, support tracking project budgets, and ensure compliance with grant requirements and contractual obligations.
- Assist with grant writing and reporting.
- Plan and implement community outreach and engagement efforts, ensuring public participation in planning initiatives and policy development. Develop and implement community engagement plans, social media interaction tools, and interact with the public and stakeholders in outreach activities designed to inform Town policy.
- Administer the department's communication systems, including updating the website, promoting community engagement opportunities, ensuring clear and transparent

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communication channels for projects and initiatives, publishing a monthly civic engagement newsletter, and identifying ways to improve communications channels.

- Prepare and present staff reports and draft recommendations for various committees, BOZAR, the Town Council, and regional partners as assigned.
- Provide information regarding the Town of Crested Butte's Community Compass, planning processes, transportation mobility initiatives, zoning regulations, development review procedures, and other Community Development initiatives to the public.
- Provide support for current planning and development review, by administering case reviews and compliance assessments of development applications to BOZAR as assigned, including supporting and attending public hearings and managing associated public notice procedures.
- Stay current on planning best practices, trends, and emerging issues to inform policy development and implementation.
- Perform additional responsibilities as assigned.

### **Required Knowledge and Skills**

- Knowledge of planning principles, practices, and methodologies, with a focus on long-range and transportation planning. Experience with small mountain towns is a plus.
- Project management skills and experience, with the ability to coordinate multiple initiatives effectively and efficiently.
- Experience in public engagement and community outreach strategies, including presenting materials and public participation activities. Experience with facilitation is a plus.
- Understanding of zoning and land-use regulations, transportation and mobility planning, economic resilience, sustainability, historic preservation, and affordable housing, with an emphasis on their interconnections in shaping community development or willingness to learn.
- Strong written, oral, and visual communication skills, with experience presenting to public officials, stakeholders, and community members.
- Experience with policy development, grant writing, and regulatory drafting is a plus.
- Experience with visual communications including plan document, graphics, and poster creation, particularly with Adobe Creative Suite, Canva, and other tools.
- Experience with data collection and analysis, including utilizing Excel and online data collection tools. Experience with geographic information systems (GIS) is a plus.

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- Ability to work collaboratively with diverse groups, including the community at-large, developers, local businesses, regional agencies, and the public. Experience working in a small town is a plus.
- Ability to receive and integrate feedback effectively to improve planning outcomes.

### **Minimum Job Requirements**

- Bachelor's degree in urban planning, public administration, or a related field; a Master's degree is a plus.
- At least two years of professional planning experience, with a focus on long-range planning, transportation, or community development.
- Familiarity with Colorado land-use laws, Gunnison County regulations, and Crested Butte's planning policies is highly desirable.
- Willingness to obtain AICP certification within a specified timeframe. AICP certification is a plus.
- Experience in public engagement, project coordination is required. Experience with project management is a plus.
- Grant writing, reporting, and budgeting experience is a plus.
- Experience in a resort or mountain town environment is desirable.
- A combination of education and experience may be considered.

### **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
- Motor vehicles

### **Working Conditions and Physical Requirements**

Mobility to work in a typical office setting, use standard office equipment and stamina to sit for extended periods of time; strength to lift and carry up to 20 pounds; vision to read printed materials; and hearing and speech to communicate in person or over the telephone. Periodic work outside of normal business hours is required. Position requires field visits and related work

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outside of the office on uneven terrain and in inclement weather. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

*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 employment opportunity employer. We will make reasonable accommodations to qualified applicants and employees in accordance with the ADA.*

Updated: 04/01/2025