

City of Rapid City

Job Description

Job Title	Current Planner I, II, III		
Job Code:	CPL1, CPL2, CPL3	Bargaining Unit:	Non-Union
Pay Grade:	See Wage Scale	Date Revised:	4/5/2023
FLSA Status:	Exempt		

General Summary: This position is responsible for assisting in the development and implementation of community plans and regulations to provide for the orderly growth and development of Rapid City [and three-mile jurisdiction] in the areas of Current Planning. These positions also provide staff support and project coordination for various commissions and committees.

Essential Duties and Responsibilities:

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

Current Planner I:

- Prepares oral, narrative and graphic reports and makes recommendations on project plans and development requests.
- Provides local officials, developers, engineers and others with information and recommendations regarding comprehensive plans, zoning ordinances, subdivision regulations and other ordinance requirements, and their application to specific development proposals.
- Drafts and proposes ordinances and ordinance revisions.
- Assists in the design of and implements planning projects, such as land use surveys, and other projects.
- Participates in the development of comprehensive plans and their implementation through the zoning ordinances, subdivision regulations and other regulations and plans.
- Uses computer and software applications to conduct or coordinate studies to collect original research data for planning projects, and determines statistical techniques to be used.

Current Planner II:

- Reviews complex development requests for compliance with applicable ordinances and regulations.
- Writes and submits grant applications, as well as managing and monitoring grant programs to insure compliance with all applicable federal, state and local requirements.
- Drafts and develops comprehensive plans and their implementation through the zoning ordinance, subdivision regulations and other regulations and plans.
- Designs, implements and supervises planning projects, such as land use surveys, census programs and other projects.
- Uses computer and software applications to conduct or coordinate studies to collect original research data for planning projects including travel demand analysis and transportation system analysis.
- Assists in the development, programming, calibration, validation, application and documentation of transportation and land use forecasting methods.
- Prepares input data for simulation models. Tabulates travel simulation model outputs using GIS tools and tabular forms. Compares model results with current and historical data.
- Provides assistance to ensure compliance with federal and state guidelines and overall assistance with administration of the transportation planning program.

Current Planner III:

- Provides leadership for the current planning team, including coordinating development plan review with other agencies and planning staff, as well as provides assistance, support and guidance to other current planning team members.
- Analyzes, inspects, and makes recommendations relative to existing and proposed planning projects.

Qualifications:**Education and/or Experience:****Planner I:**

Master's Degree in planning or related field; or Bachelor's degree from four-year college or university in planning or related field and two years progressively responsible experience in municipal planning field. A combination of education and experience deemed appropriate to fulfill the role and responsibilities of this position will be considered.

Planner II:

Master's Degree in planning or related field and two years of progressively responsible experience in municipal planning field; or Bachelor's degree from four-year college or university in planning or related field and four years related experience in municipal planning field. A combination of education and experience deemed appropriate to fulfill the role and responsibilities of this position will be considered.

Planner III:

Master's Degree in planning or related field and four years of progressively responsible experience in municipal planning field; or Bachelor's degree from four-year college or university in planning or related field and six years related experience in municipal planning field. A combination of education and experience deemed appropriate to fulfill the role and responsibilities of this position will be considered.

Certificates, Licenses, Registrations:

Must possess a valid driver's license or ability to obtain within 30 days from date of hire. American Institute of Certified Planners (AICP) Certification highly desirable.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles and outside weather conditions. The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.