

## City of Rapid City Job Description

<b>Job Title</b>	Long Range Planning Manager		
<b>Job Code:</b>	LRPM	<b>Bargaining Unit:</b>	Non-Union
<b>Pay Grade:</b>	See Wage Scale	<b>Date Revised:</b>	2/07/2023
<b>FLSA Status:</b>	Exempt		

**General Summary:** This position is responsible for managing the long-range planning process including the development of comprehensive plans, annexations, and the activities of the Rapid City Area Metropolitan Planning Organization.

### 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.*

- Directs and coordinates the Long Range Planning Division staff and activities including all transportation planning activities, future land use planning, annexation projects, historic preservation, tax increment financing projects, transportation studies, and special studies.
- Manages and monitors the Federal Transportation Planning Grant Funds and Federal Transit Planning Grant Funds to insure compliance with all applicable federal, state, and local requirements.
- Reviews complex development requests for compliance with applicable ordinances and regulations.
- Provides local officials, developers, engineers and others with information and assistance regarding comprehensive plans, zoning ordinances, subdivision regulations and other ordinance requirements, and their application to specific development proposals.
- Provides staff support and project coordination for various commissions and committees.
- Drafts and proposes comprehensive plan amendments as well as ordinances and ordinance revisions.
- Prepares oral, narrative and graphic reports and makes recommendations on project plans and development requests.
- Uses computer software applications to conduct and coordinate studies to collect original research data for transportation planning projects, including travel demand analysis, future land use plans and transportation system modeling.
- Develops partnerships and strong working relationships with other departments, cities, counties and members of the Metropolitan Planning Organization to attain excellent customer service.

### Qualifications:

#### Education and/or Experience:

Master's degree in business administration, engineering, planning or closely related field and three years related experience; to include one year of experience in a supervisory role; or a Bachelor's degree in business administration, engineering, planning, or closely related field and five years related experience in municipal planning; to include one year of experience in a supervisory role. 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 Certified Planner (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 frequently lift and/or move up to 10 pounds and 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.