City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Current Planning Manager</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>CPMG</td>
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<tr>
<td>Pay Grade:</td>
<td>NU24</td>
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<td>FLSA Status:</td>
<td>Exempt</td>
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<td>Job Family:</td>
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<td>Date Revised:</td>
<td>12/10/2020</td>
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**General Summary:** This position is responsible for managing the current planning processes to include but not limited to the review of rezoning, conditional use permits, planned development applications, subdivision plats, vacation of rights-of-ways and easements, building permit applications for applicable planning ordinances and regulations.

**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.

- 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 ordinance and ordinance revisions.
- Develops partnerships and strong working relationships with other departments, elected and appointed officials and the public to attain excellent customer service.
- Prepares oral, narrative and graphic reports and makes recommendations on project plans and development requests.
- Participates in the development of comprehensive plans and their implementation through the zoning ordinances, subdivision regulations and other regulations and plans.
- Manages staff: interviewing, firing, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Qualifications:**

**Education and/or Experience:**

Master’s degree in planning or related field and four years related experience in municipal planning or related field; or a Bachelor’s degree in planning or related field and six years related experience in municipal planning or related field

**Certificates, Licenses, Registrations:**

Must possess a valid South Dakota 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 regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.