City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Planning Projects Division Manager</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>PPDM</td>
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<td>Job Family:</td>
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<tr>
<td>Pay Grade:</td>
<td>NU24</td>
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<td>Date Revised:</td>
<td>3/12/2021</td>
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<td>FLSA Status:</td>
<td>Exempt</td>
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**General Summary:** This position is responsible for managing a wide range of planning projects which enhance development outcomes and carry out the vision of Rapid City’s comprehensive plan.

**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 planning projects, division staff, and activities.
- 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, ordinances, and ordinance revisions.
- Coordinates and oversees the development of comprehensive plans, sub-area plans, and other planning initiatives including their implementation through zoning ordinances, subdivision regulations, and other regulations and plans.
- 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 planning projects. This includes but is not limited to; ArcGIS, Microsoft Office Suite, Adobe Products, etc.
- Develops partnerships and strong working relationships with the public, elected and appointment officials, other divisions of the Community Development Department, other departments, and other governmental entities to attain excellent customer service and effective planning outcomes.
- 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 community and regional planning, planning project management, economic development, 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 community and regional planning or closely related field and five years related experience in municipal planning; to include one year of experience in a supervisory role.

**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 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.