City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Special Projects Planner I, II, III</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>SPP1, SPP2, SPP3</td>
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<tr>
<td>Pay Grade:</td>
<td>NU19, NU20, NU21</td>
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<tr>
<td>FLSA Status:</td>
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<td>Job Family:</td>
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<td>Date Revised:</td>
<td>5/2/2022</td>
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**General Summary:** This position assists with performing various activities including financing, economic development, and planning principles related to administering the City’s Tax Increment Financing (TIF) Program. This position is also responsible for performing professional urban planning projects that assist in the development and implementation of community plans, regulations, and policies to support orderly growth in accordance with the adopted comprehensive plan. This position also provides 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.

**Special Project Planner I:**

- Serves as the City’s Tax Increment Financing (TIF) Administrator and assists with administering the City’s Tax Increment Financing Program including evaluation of application materials, processing requests, preparing project plans and contract documents, monitoring active districts, coordination with the Tax Increment Review team and other related tasks. This position involves evaluating compliance with legal and administrative requirements and testing the adequacy of planning and financial information submitted.
- Assists the public and processes applications and inquiries regarding City policies, ordinances, and procedures. This includes conditional use permits, variances, planned developments, annexations, rezoning requests, and similar.
- Participates in the development of comprehensive plans and their implementation through the zoning ordinances, subdivision regulations and other policies, regulations, and plans.
- Assists in delivery and implementation of urban planning projects such as land use studies, neighborhood plans, urban infill initiatives, annexation studies, housing policies, transportation plans, and other projects. Drafts and proposes ordinances and ordinance revisions.
- Assists in administering the City’s Historic Preservation Program including project review, community education programs, and Certified Local Government grant coordination for the Historic Preservation Commission.
- Writes and submits grant applications, as well as managing and monitoring grant programs to ensure compliance with all applicable federal, state and local requirements.
- Prepares oral, narrative and graphic reports, makes recommendations, and delivers public presentations on project plans and development requests.
- Provides local officials, developers, engineers and others with information regarding comprehensive plans, zoning ordinances, subdivision regulations and other ordinance requirements, and their application to specific development proposals.
- Uses computer and software applications, including GIS tools and Microsoft Office products, to analyze and present information for planning projects.
- Provides staff support and project coordination for various commissions and committees.

**Special Projects Planner II: All of the above duties, plus:**

- Drafts and develops comprehensive plans and their implementation through the zoning ordinance, subdivision regulations and other regulations and plans.
• Assists in the design, delivery, and implementation of urban planning projects such as land use studies, neighborhood plans, urban infill initiatives, annexation studies, housing policies, and other projects.
• Reviews complex development requests for compliance with applicable ordinances and regulations.
• Uses computer and software applications, including GIS tools and Microsoft Office products, to conduct or coordinate studies, and to collect original research data for planning projects.

Special Projects Planner III: all of the above duties, plus:
• Provides leadership for the Planning Projects Division team, including coordinating development plan reviews with other agencies and Planning staff, as well as assistance, support, and guidance to other Planning team members.
• Analyzes, inspects, and makes recommendations relative to existing and proposed planning projects.

Qualifications:

Education and/or Experience:

Planer I: Master’s Degree in planning, public/business administration, economic development, or related field; or Bachelor’s degree from four-year college or university from the above or related field and two years progressively responsible experience in municipal planning or related field.

Planer II: Master’s Degree in planning, public/business administration, economic development, or related field and two years of progressively responsible experience; or Bachelor’s degree from four-year college or university from the above or related field and four years related experience in municipal planning or related field.

Planer III: Master’s Degree in planning, public/business administration, economic development, or related field and four years of progressively responsible experience; or Bachelor’s degree from four-year college or university from the above or related field and six years related experience in municipal planning or related field.

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.