



**Job Title:** Planner I/Planner II

**Closing Date/Time:** Thu. 01/11/16 11:59 PM Mountain Time

**Salary:** \$3,666.67 - \$5,445.53 Monthly

**Job Type:** Full-time

**FLSA:** Determined by Position

**Location:** Planning & Development - City of Colorado Springs, Colorado

**Department:** Planning & Development

**Depending on the qualifications of the candidate selected, this position will be filled at either the Planner I or Planner II level. The monthly salary range for the Planner I is \$3,666.67 to \$4,583.33 and it is \$4,356.42 to \$5,445.53 for the Planner II.**

### **The City**

*Learn about the City of Colorado Springs as an employer and what our beautiful city has to offer as a place to live and work by clicking on this link: [https://hr.coloradosprings.gov/sites/default/files/human\\_resources/candidate\\_information\\_packet.pdf](https://hr.coloradosprings.gov/sites/default/files/human_resources/candidate_information_packet.pdf) This information may change annually.*

### **Planner I/Planner II**

This is an excellent career opportunity to perform urban planning duties in support of the City's redevelopment and comprehensive planning programs while ensuring compliance with professional standards and regulations.

### **Typical Responsibilities:**

- Review urban land use applications, verify for code compliance, and process for distribution
- Manage public notification requirements; write technical review letters
- Present project proposals at public hearings before the Planning Commission, the Downtown Review Board, and/or City Council
- Perform planner-in-charge desk duties; respond to customer inquiries regarding planning, zoning, and land use regulations
- Review and process building permits for commercial and multi-family projects within the City's urban core
- Coordinate activities and projects with other divisions, outside agencies, stakeholder organizations, and the public
- Develop and implement urban standards, policies, and programs to create a vibrant and successful urban core
- Monitor and document progress, success, and investment in the urban core
- Proactively identify barriers to urban success and develop solutions to increase vibrancy and investment
- Provide professional assistance to property owners, stakeholder groups, and department staff on urban design, place making, form-based codes, mobility, architecture, and other urban issues

### **Examples of Job Competencies**

#### **Knowledge of:**

- Comprehensive and practical knowledge of urban planning
- Pertinent federal, state, and local laws, codes, and regulations
- Modern office equipment, including computers and related applications, especially Microsoft Office and GIS software

#### **Ability to:**

- Prioritize, organize, and manage multiple projects
- Write letters and reports for public presentation
- Handle stressful and negative interactions with the public with tact
- Handle aggressive interpersonal interactions professionally
- Consider different points of view to reach an agreement; utilize elements of persuasion to gain cooperation and the acceptance of ideas
- Read and understand legal descriptions of property

- Evaluate and resolve complex urban planning issues

Work is performed primarily in an office environment with some field work and possible exposure to extreme weather conditions.

#### **Minimum Qualifications**

Bachelor's degree from an accredited college or university with major coursework in planning, geography, public administration, landscape architecture, architecture, or a related field.

Possess, or obtain upon hire, and maintain a valid Colorado driver's license.

#### **In addition to the qualifications listed above, the following is also required:**

##### **Planner II:**

Three years of full-time experience in planning, civil engineering, development review facilitation, landscape architecture, architecture, or a related field.

#### **Preferred Qualifications**

Master's degree from an accredited college or university with major coursework in urban planning.

AICP (American Institute of Certified Planners) certification.

Experience working in high density, mixed-use, urban environments with experience in place making, urban design, public art, urban architecture, walkability, transit-oriented development, and form-based codes.

#### **Additional Information**

**This job announcement is not intended to include a complete listing of all responsibilities, knowledge, skills, and abilities associated with the position.**

Please visit [www.coloradosprings.gov](http://www.coloradosprings.gov) and click on 'Apply for a City Job' > 'City of Colorado Springs Job Openings – Apply Now' button to complete an online application. All job applicants will need to create a new login and online application (unless you already have a NEOGOV/governmentjobs.com user ID and password).

Completing your application in full, including the entire work experience section, will assist Human Resources (HR) in the applicant screening process. Your application may not be considered if all of the information requested for each employer you list is not provided.

Our NEOGOV application system does not allow you to edit your application after it has been submitted for a position. If you want to make changes, you may submit another application prior to the position's closing date and time listed in the job posting. HR will review the last application you submit for a position.

To view the status of your application, go to <http://agency.governmentjobs.com/cosprings/default.cfm>.

To be notified of future career opportunities, go to <http://coloradosprings.gov/jic>

**If hired, you will be required to provide proof of your eligibility to work in the United States.**

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**Equal Opportunity Employer**