



# CASCADE COUNTY

## Job Vacancy Announcement

*Submit all application materials to:*  
**Cascade County Human Resources Department**  
**325 2<sup>nd</sup> Ave N #108**  
**Great Falls, MT 59401**

Applications available at the Cascade County Human Resources Dept., [www.cascadecountymt.gov](http://www.cascadecountymt.gov) or Job Service.

**Position: Planner**  
**Schedule: Full-time with Benefits**  
**Department: Planning**

**Salary: \$37,000-\$42,000 per year DOE**  
**Closing Date: Open Until Filled**  
**Department Administrator: Charity Yonker**

### **Education/Experience/Training:**

- Bachelor's Degree in Planning, Physical Science, Geography, Natural Science or other similar degree.
- Additional desired or preferred experience includes two (2) years of experience in Sanitation in Subdivisions Act, planning, zoning, Subdivision and Platting Act or floodplain administration and enforcement.
- **Or** any equivalent combination of education, experience and training totaling four (4) years of experience in Sanitation in Subdivisions Act, planning, zoning, Subdivision and Platting Act or floodplain administration and enforcement.

### **Certifications:**

- Valid Driver's License issued by the State of Montana or the ability to obtain one within thirty (30) days of hire date.
- Hold and maintain Certified Floodplain Manager Certification or be able to obtain a Certified Floodplain Manager Certification within the first year of employment.

### **JOB SUMMARY**

The Planner performs routine and complex administrative, technical, and professional work in planning programs for the County related to the development and implementation of land use, floodplain, zoning, subdivision, junk vehicle retrieval, community decay, litter, and related plans and policies. Attention to detail and excellent people skills are essential, as the planner interacts routinely with customers, other city, county state agencies and County departments to include the City County Health Department, Clerk and Records Office, Cascade County Commissioners, Public Works, the Planning Board and the Zoning Board of Adjustment.

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES**

Read, comprehend, plan, organize and review the work to meet MCAs, County regulations and policies, departmental goals and community needs, maintain effective communication with all levels of management and the public, evaluate resources as needed, organize tasks and work environment to maximize efficiency, prepare documents, reports and statistics, communicate well with others both orally and in writing, identify, analyze and address problems and trends in a timely, efficient and equitable manner, adapt to interruptions, equipment failures, unusual demands or changing priorities, handle and safeguard confidential information, coordinate, analyze, and utilize a variety of reports and records, occasional work outside normal hours as assigned.

**Knowledge and understanding of:** Zoning, Floodplain and Subdivision laws; principles of land use planning and development; Growth Policies, including their formation, process of adoption and implementation; planning programs and processes; basic statistics and mathematical calculations; English usage, spelling, grammar and punctuation; current safety practices and inspection and inspection methods and practices; automated computer systems, basic computer use and data entry; basic knowledge of geographic information systems (GIS) and the use of geographical positioning systems (GPS) not required but useful.

**Ability to:** Plan and organize comprehensive programs within Planning Department; respond to public requests relating to land management policies and regulations; prioritize the workload presented as a professional; work on multiple projects and tasks simultaneously; perform a wide variety of work with accuracy and speed under the pressure of time-sensitive deadlines; establish effective working relationships with the Board of County Commissioners, other County departments, employees, federal and state agencies, private agencies, and the general public; communicate well with others in both technical and non-technical terms, as well orally and in writing; prepare accurate and reliable reports containing findings, recommendations and technical documentation; evaluate resources as needed; organize tasks and work environment to maximize efficiency; use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions; quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology; attend meetings, conferences, and trainings within the state of Montana several times a year; meet challenges with resourcefulness through original thinking and creativity; identify, analyze and address problems and trends in a timely, efficient and equitable manner; adapt to interruptions, equipment failures, unusual demands or changing priorities; handle and safeguard confidential information; coordinate, analyze and utilize a variety of reports and records; employ and enforce safety practices and procedures;

perform other duties as required or assigned; occasionally work outside normal hours as assigned.

**The successful applicant shall serve a 1-year probationary period and will have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the County.**

*Notice to Applicants:* Applicants who are claiming Veteran's or Handicap Preference **must** provide a DD-214 Discharge Document (**Part 4**) or DPHHS Handicap Certification **and** Employment Preference Form with their application for employment so Cascade County may apply the preference during the selection process.

**Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.**

**CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**