



# CITY OF MILES CITY

## Position Description

### *Planner-in-Training/Grants Administration*

Last Revised	09/02/2021
Effective	09/17/2014
FSLA Exempt	Non-Exempt
Job Class	Full-time
Department	Public Works - Community Service & Planning
Accountable to	Mayor

### **SUMMARY OF WORK**

This position has an emphasis in training for the duties of the City Planner. Provides support for the various programs administered under the Public Works department including short and long-term planning, assure local compliance with zoning ordinances, receive zone change requests, land use management and annexation. This position performs the duties of program administration, technical services, grants administration, and program operations to all City departments.

### **ESSENTIAL ACCOUNTABILITIES AND EXPECTED OUTCOMES**

#### ***PLANNER-IN-TRAINING***

1. Serves as planner-in-training, under the instruction and coordination of a Planning Professional, administering land use regulation through the Montana Subdivision and Platting Act (MSPA), local subdivision regulations and other land use regulations.
2. Provides technical assistance and information to staff and the public in the administration of planning program areas and ordinances, including maps, charts or tables.
3. Prepares staff reports and recommendations for special use permits and variances.
4. Prepares and submits monthly reports to the City Council about current and future land use management activities.
5. Prepares updates for the City Growth Policy, assists in annexation and public right-of-way vacation activities.
6. Responds to requests for information from the public regarding infrastructure, planning, and funding programs.
7. Provides technical and program information to the public regarding subdivision, Growth Policy and annexations.
8. Responds to requests for information from the public regarding infrastructure, planning, and funding programs
9. Provides required information to the Planning Board for review and recommendation
10. Frequent contact with the general public, city, county state and federal officials, fellow

employees, contractors, business groups, special interest groups, non-profit groups, engineering firms, land developers, and financial institutions

11. Obtain a proficiency in the desirable qualities in this position description to work independently as an entry level city planner for the City
12. Provides administration of property leases for the City
13. Obtain accredited training in land use regulations – 20 hours a year

### ***GRANTS ADMINISTRATION***

1. Preliminary research for sources of additional funding (grants, corporate giving, monetary donations, in-kind donations, etc.) requested by department directors to help offset the expense of providing essential services to the citizens of Miles City.
2. Provides grant preparation and administration guidance for acquisition of funding, in conjunction with department directors.
3. Provides technical assistance in the administration of additional funding once received by the city.
4. Obtain training in grant administration and writing – 8 hours a year

### **MINIMUM REQUIREMENTS**

#### Education (knowledge)

High School Diploma or equivalent

#### Experience (skills, abilities)

Read and interpret written material  
Communicate effectively orally and in writing  
Follow verbal and written instructions

#### Certificates/Licenses

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge:**

- Land use regulations, Montana Subdivision and Platting Act (MSPA), environmental laws, annexations and the practical application thereof
- Budget and financial administration
- Community development strategies
- Computer-aided mapping
- Public contracting
- Funding research and applications and administrative tasks
- Surveying

#### **Skills:**

- Read and interpret legal documents, aerial photography, topographic maps, plat maps and drawings, complex rules/regulations, and engineering designs

**Abilities:**

- Interpret and apply federal law, state law and administrative regulations, and local ordinances Serve as liaison between local government and other community groups and governmental agencies
- Attend evening meetings upon request or if relevant to the agenda.

**PERFORMANCE STANDARDS**

Individual performance evaluation shall be based on the following elements:

- Productivity/Independence/Reliability
- Job Knowledge
- Interpersonal Relationships/Cooperation/Commitment
- Attendance
- Adherence to Policy
- Overall Performance

**WORKING CONDITIONS**

Stand - Occasionally

Sit - Frequently

Lift - Occasionally

Noise - Occasionally

Hazardous materials exposure - Never

Travel - Occasionally

Other

**PHYSICAL REQUIREMENTS**

***I attest that this City of Miles City Position Description accurately reflects the major duties of this position.***

Position Immediate Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature*

***This City of Miles City Position Description has been reviewed and is recommended by City Human Resource Director.***

HR Director: \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature*

***This City of Miles City Position Description has been reviewed and approved by City Human Resource Committee.***

HR Committee Chair: \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature*

***I, \_\_\_\_\_, acknowledge I have received and reviewed the Miles City Position Description; this position description will become part of my personnel file.***

Employee: \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature*

HR Director: \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature*