

 <p style="text-align: center;">CITY OF MILES CITY</p> <p style="text-align: center;">Position Description</p> <p style="text-align: center;"><i>Planner-in-Training</i></p>	Last Revised	03/15/2022
	Effective	09/17/2014
	FSLA Exempt	Non-Exempt
	Job Class	Part-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.

ESSENTIAL ACCOUNTABILITIES AND EXPECTED OUTCOMES

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. Provides required information to the Planning Board for review and recommendation
9. 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
10. Obtain a proficiency in the desirable qualities in this position description to work independently as an entry level city planner for the City
11. Provides administration of property leases for the City
12. Obtain accredited training in land use regulations – 20 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
- 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

Physical requirements include occasional lifting/carrying of 25 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting, and kneeling to perform the essential functions. Working conditions are primarily inside an office environment.

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



CITY OF MILES CITY

Position Description

Historic Preservation Officer & Urban Renewal Agency Director

Last Revised	12/16/2015
Effective	2/15/2018
FSLA Exempt	Non-Exempt
Job Class	Administrative
Department	Historic Preservation Office / Urban Renewal Agency
Accountable to	Mayor

SUMMARY OF WORK

- Administer the Miles City Downtown Urban Renewal District with Tax Increment Financing Authority in accordance with state law and Miles City Municipal Code, which provides for the operation of the Miles City Downtown Renewal Agency.
- The position works with the Urban Renewal Agency Board of Commissioners and City Council to accomplish the goals and objectives of the Miles City Downtown Urban Renewal Plan.
- Serves as the primary liaison to all stakeholders, public and private, involved in or affected by the revitalization process to coordinate and facilitate projects within the Tax Increment Finance District.
- The position coordinates the local Historic Preservation Program established in Ordinance 1109 and 1254, carrying out the duties and responsibilities delegated to the Certified Local Government (CLG) by the State Historic Preservation Office (SHPO), performing regional duties as assigned by SHPO, including Section 106 reviews for government undertakings as needed.
- Position works with the Historic Preservation Commission to coordinate and facilitate preservation projects.
- The position responds to requests from the public for information and assistance regarding Urban Renewal and Historic Preservation.
- Periodically reports to the City Council

ESSENTIAL ACCOUNTABILITIES AND EXPECTED OUTCOMES

1. Requires the ability to work with the public and City to identify and develop business opportunities to enhance the Urban Renewal District
2. Community development, business recruitment and marketing strategies for the District
3. Provide technical assistance to the public and City regarding available financial resources, including but not limited to grants, loan guarantees, tax credits, efficiency credits,
4. Write successful grant proposals for Urban Renewal and Historic Preservation Departments.

5. Urban Renewal and Historic Preservation department administrative duties, including but not limited to preparing department budgets, project budget development and administration, grant administration, contract management, timely reports, periodic reporting to the City Council
6. Create and maintain the Urban Renewal and Historic Preservation websites.
7. Develop and solicit proposals for approved development and historic preservation activities/projects
8. Ability to develop complex financial strategies, have functional knowledge of commercial lending and application thereof in regard to property development.
9. Technical knowledge in grant writing and other financial funding methods.
10. Accept and review applications for Tax Increment Revenue funding; present to Urban Renewal Agency Commissioners (TIFD Board) for recommendations and obtain Council approval
11. Ability to successfully manage multiple, complex projects simultaneously.
12. Prepare and maintain a system for the survey and inventory of historic and prehistoric properties, identified districts, sites and/or structures
13. Knowledge of land use laws, environmental laws, building and zoning codes, annexations and the practical application
14. Thorough knowledge of regional history and architecture; a working knowledge of the laws, policies and regulations pertaining to historic preservation.
15. Direct implementation of historic preservation goals; demonstrate initiative; solve problems; prepare accurate reports; keep the Commission informed.

MINIMUM REQUIREMENTS

Education (knowledge) Bachelor degree or equivalent education and experience

Experience (skills, abilities) 5 years of relevant experience in Business Management and/or Financing experience

Certificates/Licenses None

DESIRABLE QUALIFICATIONS

Knowledge: Bachelor Degree in Business Administration and/or Public Administration. Business acumen, thorough knowledge of Montana Urban Renewal Law.

Skills:

1. Leadership skills
2. Excellent communication both orally and in writing
3. Planning and Organizational
4. Research and investigative
5. Critical and analytical thinking
6. Problem Solving
7. Client management
8. Adaptability

9. Use of Robert's Rules of Order

Abilities:

1. Ability to maintain a high level of professionalism, ethics and behavior under pressure
2. Interpret and apply federal law, state law and administrative regulations, and local ordinances
3. Ability to assimilate and apply complex information, data, work-related situations quickly
4. Ability to provide information effectively to the public or private sector; make presentations to groups and/or individuals
5. Manage priorities and deadlines effectively, maintain schedules
6. Ability to manage change, deal with situations as they arise, ability to work independently and as part of a team.

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

This position operates in a professional office environment. This role routinely uses standard office equipment

PHYSICAL REQUIREMENTS

They physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hand to finger, handle or feel; and reach with hands and arms.

*Please note this position description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this position. Duties, responsibilities and activities may change at any time with or without notice.

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

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