The City of Williston Planning and Zoning Division has an opening for the following position:

**STAFF PLANNER**

**Summary:**
Performs administrative and technical work in City Planning. Under direction, performs responsible, professional planning activities involving current planning. This position will emphasize case processing, site plan review, responding to zoning inquiries, and GIS applications for map maintenance and creation of new layers to implement items of the comprehensive plan. In addition, conducts planning research and analysis on routine to more complex projects. The work requires independence in planning research, analysis and report writing. This position includes extensive public contact, including public presentations.

**Supervision Received:**
Development Services Director and City Planner. Immediate supervision as provided by the Principal Planner.

**Supervision Exercised:**
None.

**FLSA Status:**
Non-Exempt.

**Duties and Responsibilities:**

- Works in a team environment both within the Planning Department and with other city and county departments and consultants;
- Provides information and assistance to the public on routine to more complex planning-related matters regarding zoning, land use, municipal codes, and current private and public projects;
- Conducts review of various development applications including rezoning requests, ordinance amendments, site plans, special use permits, variances, subdivision plats and other proposals;
- Creates GIS layers, new maps and updates the zoning map and other specialized project maps.
• Performs various administrative functions for the department, including accepting applications and permits for processing and composing correspondence;
• Interprets and applies applicable state, county and local codes, ordinances and regulations;
• Prepares and presents reports on development proposals to the Planning Commission, as well as other committees and boards as directed;
• Assists in planning studies and developing reports in support of new and updated plans, programs and regulations;
• Writes, or assists in writing, a variety of ordinances and regulations relating to development controls;
• Attends some night meetings;
• Performs other reasonably related duties as assigned by immediate supervisor and other management as required; may provide work direction to others on a project basis;
• Reviews site plans for compliance with landscaping and parking standards and general zoning. Involves close contact, including weekly meetings, with Building, Engineering, and Fire Departments as well as with project applicants;
• Researches and responds to zoning inquiries in person, on the phone, and by e-mail. including writing zoning compliance letters.

**Note:** The functions and duties listed are intended only as illustrations of the various types of work that may be performed. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**Knowledge of:**
Principles and practices of urban planning; research and investigation procedures and techniques; zoning laws and comprehensive plans including their formation, process of adoption, and enforcement; planning programs and processes; personal computers and GIS applications; drafting and graphic presentations; statistical and research methods as applied to the collection, analysis and presentation of data and information.

**Minimum Qualifications:**

• Possess excellent written and oral communication skills;
• Computer skills including but not limited to Microsoft Word, Excel and PowerPoint;
• GIS knowledge required; GIS certificate preferred. Previous experience mapping complex data required.
• Confidence and poise in dealing with the public in person, on the phone and by e-mail;
• Applicant must possess, or be able to obtain at time of hire, a valid North Dakota driver license.

**Education and Experience:**
Position requires a Bachelor’s degree from an accredited college or university with a major course work in planning, geography or a related field. This position is intended to be hired at the entry level.

**Physical Demands:**
While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle, feel or operate objects and reach with hands and arms. The employee is occasionally required to sit, climb, or balance, stoop, kneel, crouch, or crawl; talk or hear; and 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 the ability to adjust focus. Ability to work in areas of moderate to loud noise.

**Work Environment:**
The work environment characteristics described here are representative of these 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.

**Equipment Used in Job Performance:**
Computer, copier, calculator, video projector, tablet computer, digital camera, plotter, City vehicle.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**Annual Salary:** $53,000.00 DOE.

Benefits include fully paid health insurance premium for single or family policy, retirement, life insurance, flex benefit plan, vacation and sick leave, and paid holidays.

**How to Apply:**
To apply, please complete the City of Williston Employment Application and email along with your cover letter and resume to:
Chery Pierzina  
Human Resources Director  
PO Box 1306  
Williston, ND  58802  
cheryp@ci.williston.nd.us

To be granted veterans preference, the required forms, letters or certificates must be submitted with the application.

Applications will be accepted until the position has been filled.

The City of Williston does not discriminate on the basis of race, color, national origin, sex, genetics, religion, age or disability in employment or the provision of services and complies with the provisions of the North Dakota Human Rights Act. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

The City of Williston is an Equal Employment Opportunity/Affirmative Action Employer.