



Town of Wheatland
600 9th Street
Wheatland, WY 82201
307.322.2962

Town of Wheatland/County of Platte Joint Planner

Department: Building Inspector/Planner

General Purpose:

Performs a variety of working level professional and technical duties as needed to implement Town of Wheatland/County of Platte development plans, master plans and programs related to long range planning and/or code compliance. Assists in the monitoring of community compliance with established building, planning, zoning and development codes and rules and regulations.

Supervision Received:

Planner works under the direct supervision of the Town Mayor and Town Clerk. Planner also works under the board policy, guidance and direction of the Town Council, County Commissioners and Planning and Zoning Commissions.

Supervision Exercised:

None

Essential Functions:

- Participates in or coordinates subdivision, district boundary changes, de-annexation, annexation, and special use approval processes; coordinates and prepares technical review to both Town and County Planning Commissions and the Town of Wheatland Board of Adjustments.
- Analyzes general plan, policies, ordinance compliance, and performance standards then recommends approval or denial of requests and applications.
- Prepares written reports in response to public requests, assists with implementations of land development ordinances, and maintains records, logs, and pertinent reports.
- Recommends action related to planning, zoning, violations, and ordinance compliance.
- Manages personal workload of planning projects related to policy development, land use, demographic analysis, housing, economic development/impact, transportation, environmental assessments, etc.
- Conducts research on issues, policies and concepts pertaining to planning, zoning, and community development.
- Presents findings to the respective Planning Commission, Board of Adjustments, Town Council, County Commissioners, and/or the Development Review Committee.
- Prepares written reports in response to public requests for zoning applications and various ordinance changes.
- Reviews and updates ordinances affecting planning, zoning, signing, traffic, development, and related department areas.
- Prepares and updates various land use and planning maps.
- Utilizes computer to conduct various research and solve planning problems; assists in maintaining effective software.

- Meets with developers and public to discuss planning, zoning, and development issues.
- Assists the public in defining concerns, and then presents public questions to management.
- Preparation of meeting agendas, meeting packets, and meeting minutes
- Publishes notices of meetings via the local newspaper and posts notice signs.
- Negotiates and/or arbitrates planning solutions for complex development projects with citizen groups, developers, property owners, and government officials.
- Attends town council meetings, citizens committees, pre-application meetings, Board of Adjustment meetings and planning commission meetings as needed.
- Participates in project review meetings with various Town of Wheatland/County of Platte departments and developer representatives
- Identifies problem areas and negotiates options for compliance.
- May review building permits, plans, and specifications to assure compliance with zoning ordinances.
- Assures proper legal documents are recorded with the County related to subdivisions plats, annexation plats, easements, and all ordinances pertaining to waivers, amendments, abandonment, street changes and vacates, etc.
- Prepares specialized reports, drafts consolidated plans, and annual performance reports for delivery to federal agencies as required.
- Assist Town and County departments with obtaining easements/right-of ways for Town or County projects.
- Conducts regular reviews of codes, ordinances, and regulations.
- Assists in adapting, modifying, or rewriting codes as needed.
- Prepares and provides written and oral reports to the town council, boards, committees, commissions, and public groups as required.
- Update and maintain department webpages.
- Other duties as assigned.

Experience and Training:

Any combination of the following experience and training would provide the required knowledge, skills and abilities to qualify the applicant.

Experience working with the public, preferably in planning or code enforcement

High school diploma or equivalent

Associates degree or higher with coursework in planning, public or business administration, or a related field.

Must possess a valid driver's license

Working Knowledge:

- Understanding the principles and practices of urban planning, building construction, site development, master planning, zoning, ordinances, design, historical preservation, environmental protection, architecture, economics, sociology, and community organizations as applied toward urban and rural planning models.

- Skill in the art of diplomacy, cooperative problem solving, developing complex presentations, and public speaking before large audiences.
- Standard office equipment, calendar management, multi-line phone system, email, website tools, mapping software, and virtual meeting software.

Work Environment:

- Position requires employee to be punctual and on time. Tasks require a variety of physical activities, not generally involving muscular strain. Physical demands may occur in activities related to walking, standing, stooping, sitting, reaching, etc. Talking, hearing, and seeing is required in the daily performance of job duties.

All employees, for the first six months of their employment, will be on probationary status. The probationary period may be extended at the discretion of the Town Mayor and/or the Town Clerk.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment compensation or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provision of this description at any time as needs without notice. This job description supersedes earlier versions.

I _____ have reviewed and accept the above job description.

Signature

Date