



**POSITION ANNOUNCEMENT:  
Director of Planning  
Updated: February, 2022**

JOIN OUR TEAM  
*We're Hiring!*

*Stable Employment, Industry Leading Benefits, Exceptional Work Climate and Culture*

**Director of Planning**

**About Us:** Are you an experienced Community Planner? Do you enjoy guiding rural communities through periods of growth while maintaining their local character? The City of Livingston is opening a search for our next Deputy Director of Planning. Maybe hired as either a Deputy Director of Planning or a Director of Planning depending on experience and qualifications.

Livingston is a rural community experiencing growth and development not seen since the early 2000's. We have recently completed an ambitious rewrite of our Growth Policy and are fortunate to have active, involved community members interested in our future.

**Qualifications:** For immediate consideration for this position, you will need to have the following qualifications:

1. Bachelors Degree in Community Planning, GIS, Geography, Environmental Studies, Land Use or related degree required, Master's preferred.
2. Minimum of 10 years' experience in local government Planning required.
3. Ability to multitask and work as a collaborative member of a team.
4. Experience with Building and Construction highly preferred.

**Annual Salary:** Depending on qualifications annual salary range is \$65,000-\$75,000. Please note: position may also be underfilled as a Deputy Director of Planning depending on qualifications at a lower salary. Rich benefit package included 12 or 13 paid holidays annually, vacation and sick time, employer paid employee health benefits, traditional retirement plan, IRA options, flexible work schedule, 4 weeks paid parental leave and employer commitment to work life balance!

**How to Apply:**

For immediate consideration please send an updated and current resume and cover letter via email to: Lisa Lowy, HR Director at [HR@livingstonmontana.org](mailto:HR@livingstonmontana.org). Resume and cover letter can also be mailed to: Lisa Lowy, HR Director, City of Livingston, 220 E Park Street, Livingston, MT 59047.

Please call (406) 823-9870 with any questions about this great opportunity!

*City of Livingston is an equal opportunity employer committed to diversity and inclusion.*



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Position: Director of Planning  
Department: Building and Planning  
Reports to: City Manager  
FLSA Status: Exempt

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**Summary of Work:**

The *Director of Planning* provides leadership and plans, and supervises the operations and activities of the Planning Department under the direction of the City Manager or their designee, including review of plans, resolving land use issues, participating in all community planning activities of Boards or Advisory groups. This position performs work of considerable difficulty in the area of community planning, land use, housing development and will be an active voice of the administration on several boards including the Zoning Board and Planning Board. The Director of Planning will advise community groups of ordinances and principles of good governance and land use as they pertain to the stated community goals on growth, zoning, infrastructure and community issues where planning may be beneficial such as attainable housing, density planning and commercial utilization. Duties include the provision of highly responsible and complex executive support to the City department heads as well as the City Manager when requested.

**Job Characteristics:**

- Plans, directs, coordinates, and maintains responsibility for the Planning Department including all planning functions, may complete grant applications and management, serves as the Historical Preservation Officer, provides communications to citizens as needed and requested, and project management.

**Personal Contacts:**

- The nature of the work performed requires that the employee establish and maintain effective working relationships with the City Manager, other City employees, City Commission and other elected officials, City advisory boards, business and community groups, outside contractors, State and Federal officials, representatives of the media, and the public.

**Supervision Received:**

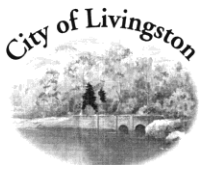
- Work is performed independently under the general direction of the City Manager (Director of Building and Planning if hired as a Deputy Planner). The employee is expected to perform the functions with considerable independence, wide latitude, judgment and discretion.

**Supervision Exercised:**

- May supervise Building Inspector position depending on qualifications.

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**Qualifications:**

**Education and Experience:**

- A baccalaureate degree in public administration, planning, land use, geography or related fields.
- At least ten (10) years of increasingly responsible administrative and analytical experience that demonstrates a strong understanding of planning and the appropriate role of local government and advisory boards and committees.

**Other:**

- A valid Montana Driver's License or the ability to obtain one within 60 days of employment.

**Position Related Qualifications**

**Knowledge of:**

- Modern and highly complex principles and practices of municipal administration, departments, organizations and services.
- Current social, political, and economic trends and operating problems of municipal government as it related to planning functions.
- Organizational and management practices as applied to analysis and evaluation of programs, policies and operational needs.
- Federal, state, and local legislation relating to planning, zoning and land use.

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**General Position Duties:**

**General Government:**

- Lead special initiatives, as assigned by the City Manager, that require the coordination of multiple internal and external stakeholders.
- Provide routine and complex research, analytical, administrative and technical work in the analysis of programs, systems, policies, procedures and special projects.
- Serve as a member of the City's leadership team; provide information and recommendations regarding operations; assist in making decisions related to all facets of municipal government.

**Community Outreach and City Commission Functions**

- Coordinate activities with those of other departments and outside agencies and organizations; provide staff assistance to the City Manager and the City Commission.
- Coordinate a communications strategy that includes the effective use of social media.
- Prepare and present reports to the City Commission and other governing bodies.
- Confer with residents, taxpayers, businesses, and other individuals, groups, and outside agencies having an interest or potential interest in areas on City concern; explain policies and programs to the public as necessary.
- Represent the City as liaison to local, regional, state, and federal units of government, as directed by the City Manager.

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**Skill and Ability to:**

- Provide effective leadership and coordinate assigned activities.
- Effectively administer a variety of City-wide programs and administrative and budgetary activities.
- Analyze, interpret, summarize and present administrative and technical information and data in an effective manner to varied audiences and stakeholders.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Gain cooperation through discussion and persuasion.
- Establish and maintain cooperative working relationships.
- Effectively and accurately interpret and apply relevant codes, ordinances, laws and regulations, policies and procedures.
- Effectively communicate with a variety of individuals, including addressing and resolving citizen's complaints and concerns.
- Communicate effectively with others, both orally and in writing, using both technical and non-technical language.
- Operate a computer using standard or customized software applications appropriate to assigned tasks.
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- Use ingenuity and inventiveness in the performance of assigned tasks

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**Physical Demands / Work Environment**

*The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of materials in electronic or hardcopy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer, telephone, and other related office equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to efficiently function within a general office environment.
- May occasionally lift up to 25 pounds.
- The work environment is usually indoors and moderately quiet but frequent outside on-site inspections are necessary.
- Must be able to transport self from work site to work site.

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