



CITY OF COLORADO SPRINGS
invites applications for the position of:
Senior Planner

SALARY: \$6,270.00 - \$7,527.00 Monthly

DEPARTMENT: Planning & Community Svcs Dev

OPENING DATE: 11/30/20

CLOSING DATE: 12/14/20 04:00 PM

FLSA: Exempt position

DESCRIPTION / POSITION OVERVIEW:



Senior Planner

In this position, you will perform advanced planning duties by reviewing complex land development applications and performing redevelopment and comprehensive urban planning functions for the Planning and Community Services Department.

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(This information may change annually).

Essential Job Functions - the basic job duties an employee must be able to perform:

- Review complex land use applications for compliance with City code and other applicable regulations; ensure compliance with professional standards
- Process development application submittals for distribution; manage public notification requirements; and verify that all application components are provided and in compliance
- Communicate with internal and external stakeholders; write technical review letters
- Present project proposals at City Planning Commission and City Council meetings and other public hearings
- Research zoning, planning, development, geological, and drainage history for pre-application and potential development
- Communicate research and development process, applicable regulations, and potential pitfalls to development applicants
- Research and develop land use regulations and policies; present to City Planning Commission and City Council for formal adoption; and train staff on new regulations and

- policies
- Coordinate assigned activities and projects with other divisions, outside agencies, and the public

We are looking for candidates who demonstrate:

Knowledge of:

- Methods and techniques of land use planning, zoning, and development
- Methods and techniques of preparing and reviewing development documents
- Principles and practices of effective project management
- Modern office technology
- Pertinent federal, state, and local policies, procedures, and regulations

Ability to:

- Make decisions and/or recommendations regarding policy development and implementation
- Read and interpret technical drawings
- Prioritize, organize, and manage multiple projects
- Lead, organize, and review the work of staff
- Communicate clearly and concisely, verbally and in writing; prepare clear and concise reports
- Establish and maintain effective working relationships

SUCCESSFUL CANDIDATE WILL HAVE:

- A bachelor's degree from an accredited college or university with major coursework in planning, geography, architecture, public administration, or a related field
- Five years of full-time professional planning experience (Note: Planning is defined as urban, regional, land use, and/or comprehensive long range planning working with or for a municipal government.)

IDEAL CANDIDATES WILL ALSO HAVE:

- A master's degree in planning, geography, architecture, public administration or related field
- AICP (American Institute of Certified Planners) certification
- Experience with GIS (Geographic Information System)

ADDITIONAL INFORMATION:

Work is performed primarily in an office environment with some travel from site to site and possible exposure to extreme weather conditions.

NOTE: This job announcement is not intended to include a complete listing of all responsibilities, knowledge, skills, and abilities associated with the position.

The City does not sponsor applicants for work visas. **If hired, you will be required to provide proof of your eligibility to work in the United States.**

Apply to Join Our Team

- Please visit [Colorado Springs Jobs](https://agency.governmentjobs.com/cosprings/default.cfm?action=jobbulletin&JobID=2830766) and click on 'Apply for a City Career' > 'City Career Postings – Apply Now' button to complete an online application. All job applicants will need

to create a new login and online application (unless you already have a NEOGOV/governmentjobs.com user ID and password).

- Completing your application in full, including the entire work experience section, will assist Human Resources (HR) in the applicant screening process. Your application may not be considered if all of the information requested for each employer you list is not provided.
- Our NEOGOV application system does not allow you to edit your application after it has been submitted for a position. If you want to make changes, you may submit another application prior to the position's closing date and time listed in the job posting. HR will review the last application you submit for a position.

To view the City's job classifications, including physical demands and descriptions [Click Here](#)

To view the status of your application [Click Here](#)

To be notified of future career opportunities, go to coloradosprings.gov/jic

Equal Opportunity Employer

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.coloradosprings.gov>

30 South Nevada Avenue, Suite 301
Colorado Springs, CO 80903
719-385-5171
719-385-5171

marcy.wilmore@coloradosprings.gov

Position #13598
SENIOR PLANNER
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Senior Planner Supplemental Questionnaire

- * 1. Do you have a bachelor's degree or higher from an accredited college or university with major coursework in planning, geography, architecture, public administration, or other related field?
 - ☐ Yes
 - ☐ No
- * 2. Do you have five or more years of full-time professional planning (Note: Planning is defined as urban, regional, land use, and/or comprehensive long range planning working with or for a municipal government.) experience?
 - ☐ Yes
 - ☐ No
- * 3. Please explain your experience in written detail, including your role and where you gained the experience.
- * 4. Do you possess a master's degree or higher in planning, geography, architecture, public administration or related field?
 - ☐ Yes
 - ☐ No
- * 5. Do you possess AICP (American Institute of Certified Planners) certification?
 - ☐ Yes

☐ No

* 6. Do you have experience with GIS (Geographic Information System)?

☐ Yes☐ No

* 7. If you are a current City of Colorado Springs employee, please enter your employee identification number. If not a current employee, please enter n/a.

* 8. Do you have a relative who is employed in the department where you are applying to work?

☐ Yes☐ No

* 9. By answering "yes" to this question, I understand the following: - My application may not be considered if it is not completed in full, which includes the entire work experience section. - I am to provide information for at least ten (10) years of my employment history (if applicable) under the work experience section of the application. - I am to provide all information requested even if not designated as a required field by NEOGOV's recruiting software. (This software could not be modified by Human Resources to require the completion of all fields.)

☐ Yes, my application is completed in full.☐ No, my application is not completed in full.

* Required Question