



Job Title: **Planner I**  
Department: **Community Planning & Development**  
Reports To: **Director of Community Planning & Development**  
Classification: **Full-Time, Non-Exempt**  
Starting Salary Range: **\$50,000-\$60,000**  
Benefits: [Lake County Benefits](#)

Interested applicants should email their resume and cover letter to  
[aschneider@co.lake.co.us](mailto:aschneider@co.lake.co.us) and [HR@co.lake.co.us](mailto:HR@co.lake.co.us)

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### **Position Summary**

The Planner I performs the primary duties for portions of the County's planning and building functions in one or more of several areas, including development review, land use code administration, building code procedures or long-range planning. Performs responsible, difficult, and professional planning work. Provides staff support to the Department Director, Board of County Commissioners, the Planning Commission, and other boards as assigned.

This is the entry level position in the professional planning class series. This level performs the duties required of the position but exercises less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress.

### **General Duties and Responsibilities**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Essential Functions

- Accepts, reviews, and evaluates various land use & building permit applications; prepares and presents staff reports, including analysis and recommendations.
- Applies the Lake County Land Development Code and Building Codes in a manner consistent with County policies and procedures.
- Assists in the analysis and drafting or refinement of land use regulations and procedures.
- Assists in the development and updating of County Comprehensive Plan including implementation strategies and action steps to achieve plan goals.
- Assists in the development and execution of methods to monitor and evaluate the effectiveness of adopted regulations, procedures, plans, programs, and strategies.
- Conducts complex planning studies on a wide range of subjects including, but not limited to, land use, zoning, population and economic trends, natural resource protection, housing needs and affordability, and growth management.
- Attends/conducts meetings involving the general public, special interest groups, County staff, County boards and commissions, and any others as assigned.



## Lake County Government

505 Harrison Avenue, Leadville, CO 80461

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- Coordinates planning activities with other Federal, State, and County departments and divisions, and with outside agencies.
- Responds to requests for information from citizens, developers, and others for a wide variety of inquiries including, but not limited to, County plans, policies, procedures, regulations, codes and pending development and building permit applications.
- Negotiates with developers and customers to protect environmental concerns, including natural resources, wetland, and wildlife habitats; review development proposals as needed to ensure compliance with County Land Use Regulations.
- May assist in writing grant applications and monitoring funds for appropriate use.
- Performs special studies and projects as assigned and required.
- As assigned, serves as staff to the Board of County Commissioners, Planning Commission, Board of Adjustment, and other commissions and committees, including preparation of reports and recommendations.
- When a local declaration of emergency or disaster is declared by the Board of Commissioners, all Lake County employees may be required to work as a Disaster Service Worker.
- Performs other duties as appropriate or necessary for performance of the job.
- Prepare or review legal notices and newspaper reports and related duties and responsibilities as assigned.
- Process applications for new major subdivisions, rezones, lot consolidations, minor subdivisions, variances, boundary line adjustments, conditional use permits, site plans, temporary use permits, special event permits, and sign permits.
- Answer general zoning and land use questions.
- Negotiate with applicants regarding design options.
- Work with businesses and homeowners on development, land use, building code & code enforcement issues.
- Train and be trained by and assist Technicians with duties as may be required.
- Assign addresses.
- May prepare staff reports and make presentations to the Planning Commission, Board of County Commissioners, various committees, and advisory boards as directed.

### Knowledge, Skills, and Abilities

- General office practices and procedures.
- Routine software and business application including, but not limited to, Word, Excel, PowerPoint software, and databases.
- Communicate clearly and concisely, both verbally and in writing.
- Read and comprehend department and County rules, regulations, codes, policies, and standard operating procedures.
- Establish and maintain effective working relationships with other County employees, representatives of other agencies and organizations, and members of the community.
- Maintains regular, predictable attendance.
- Principles and practices of urban planning and land use regulations.
- Group process, group dynamics, meeting facilitation, negotiation, mediation, and group problem-solving principles and techniques.



- Specific technical subject matter as may be required to fulfill the job duties assigned to a given staff position including, but not limited to, land use planning, historic preservation, landscape architecture, natural resource ecology, or site planning.
- Correctly apply relevant laws, regulations, intergovernmental agreements, plans, policies, and procedures.
- Collect and analyze data, develop routine plans and reports, and make recommendations.
- Effectively and efficiently perform development review and/or long-range planning functions.
- Effectively respond to conflict situations and people in conflict.
- Provide professional customer service to clients and public.
- Accomplish the assigned workload in a timely manner and meet established performance standards and objectives.
- Read and research elected official office documents such as records, plats and maps.
- Basic principles and practices of urban planning and development.
- Comprehensive Plan and Land Development Code knowledge and interpretation.
- Basic site planning principles.
- Interpret and apply pertinent Local, State and Federal laws, codes and regulations, including those governing urban planning, zoning, and land use.
- Consult and remain informed of current literature, information sources, and research techniques in the field of planning.
- Understand and carry out oral and written directions.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

### Requirements

- Equivalent to a bachelor's degree from an accredited college or university with major course work in urban planning, environmental planning, public or business administration, or a related field.
- Experience, such as real estate, may be substituted for education.
- Demonstrated experience in the field of planning and development, real estate, or a related field.
- Preferred bilingual in English and Spanish.

### Physical Activity & Work Environment

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|---|-----------------------------|
| • Sitting   | - More than 50% of the time |
| • Walking   | - Less than 50% of the time |
| • Standing  | - Less than 50% of the time |
| • Using hands/fingers to feel or handle items         | - More than 50% of the time |
| • Reaching, pushing, or pulling with arms/hands       | - More than 50% of the time |
| • Climbing  | - Less than 50% of the time |
| • Balancing   | - Less than 50% of the time |
| • Kneeling, crawling, or crouching                    | - Less than 50% of the time |
| • Talking or hearing                                  | - More than 50% of the time |
| • Tasting or smelling                                 | - Less than 50% of the time |
| • Lifting, moving, or exerting force of up to 10 lbs. | - Less than 50% of the time |
| • Lifting, moving, or exerting force of up to 25 lbs. | - Less than 50% of the time |
| • Lifting, moving, or exerting force of up to 50 lbs. | - Less than 50% of the time |



- Lifting, moving, or exerting force of up to 100 lbs. - Less than 50% of the time
- Lifting, moving, or exerting force of more than to 100 lbs. - Less than 50% of the time
- Seeing up close - More than 50% of the time
- Seeing long distances - More than 50% of the time
- Seeing color - More than 50% of the time
- Use of peripheral vision - More than 50% of the time
- Perceiving depth - More than 50% of the time
- Adjusting and focusing vision - More than 50% of the time
- Working outdoors in inclement weather – extreme hot - Less than 50% of the time
- Working outdoors in inclement weather – extreme cold - Less than 50% of the time
- Working indoors in an office environment - More than 50% of the time
- Working in high places - Less than 50% of the time
- Working near moving mechanical parts and machines - Less than 50% of the time
- Working in wet/humid conditions that are not weather related - Less than 50% of the time.
- Working in extreme cold conditions that are not weather related - Less than 50% of the time.
- Working in extreme hot conditions that are not weather related - Less than 50% of the time.
- Working with airborne particles or fumes - Less than 50% of the time
- Working with toxic or caustic chemicals or agents - Less than 50% of the time
- Working with explosives - Less than 50% of the time
- Working in an area with a risk of exposure to radiation - Less than 50% of the time
- Working in an area with a risk of exposure to electrocution - Less than 50% of the time
- Exposure to vibration - Less than 50% of the time
- Working in a loud environment - Less than 50% of the time

### **EOE Statement**

Lake County is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, creed, religion, sex, national origin, sexual orientation, disability, or veteran status. Assistance or accommodation during the application process due to a disability is available upon request.