



CHAFFEE COUNTY GOVERNMENT JOB Description

POSITION TITLE: Principal Planner - Environment/Natural Resources

DEPARTMENT: Planning & Zoning

FLSA STATUS: Exempt

POSITION SUMMARY:

Chaffee County, Colorado seeks a full-time Environmental and Natural Resources Planner within the Chaffee County Planning Department.

As an Environmental and Natural Resources Planner with Chaffee County, you will be given an opportunity to utilize your area(s) of expertise in furtherance of the County's planning initiatives, while also diving into new arenas to increase the County's capacity to plan for, review, and manage environmental and natural resource-related issues. You may be tasked with assisting in the development of an open space management program, reviewing development applications for impacts on wildlife migration and habitat, or helping to turn an updated groundwater model into long-range water policy. The ideal candidate will have professional experience in at least one of the following areas:

- Sustainability
- Wildlife and Habitat Conservation
- Open Space/Land Management
- Water
- Rural Ecology and Agriculture

Please note that we do not expect that a candidate will have experience in all areas, but experience in multiple areas will be considered a plus.

This is a complex position that focuses primarily on Chaffee County's environment and natural resources, and will combine elements of current and long range planning, as well as research, presentations, and special projects. This position will require the ability to manage multiple priorities, maintain strong organization, and address recurring and non-recurring assignments.

The Planning Department offers a broad and progressive opportunity to work in a fast-paced, community-oriented work environment. You will work in a vibrant, growing, transitioning county setting with abundant, world-class natural amenities, public lands, a wealth of outdoor activities, agriculture, history, and a strong, active, and purpose-driven community. Chaffee County offers an environment where work-life balance is understood, valued, and encouraged: our four-day work week (Mon-Thurs) provides ample opportunities to explore all that Chaffee County and central Colorado have to offer. On-the-job training and formal education opportunities are available to help you expand your skills and remain current in the field's best practices.

ESSENTIAL DUTIES and RESPONSIBILITIES:

The following is an outline of the potential essential functions of the job and does not include other duties that may be required or assigned.

- Assists in the development and implementation of Chaffee County plans, including the Comprehensive Plan, Sustainable Development Plan, and other relevant plans.

- Reviews and analyzes planning and development applications for compliance with County regulations regarding natural resource issues, including environmental protection, habitat preservation, water adequacy, renewable energy, road ecology, and riparian management.
- Uses knowledge of planning, environmental science, natural resource management, public policy, and land use law to manage planning projects and development issues.
- Provides professional and technical recommendations regarding planning projects and land use applications.
- Researches and develops amendments to the County Comprehensive Plan, Land Use Code (LUC), and other governing documents; assures amendments recommended for approval comply with the LUC and are consistent with the Comprehensive Plan and other County policies.
- Completes special projects, including researching regulatory approaches by other communities, locating technical ordinance language, reviewing federal and state environmental impact statements.
- Prepares staff reports for presentation to the Planning Commission, Board of County Commissioners, and other groups, as necessary.
- Assists with consultant, cross-departmental, and cross-jurisdictional collaborative projects.
- Coordinates activities with other County Departments, County Boards and Committees, municipal and community partners, and government agencies, as directed.
- Serve as departmental liaison for various County Boards and Commissions, attending meetings as required. Some meetings may be convened during evening hours.
- Maintains and updates files and records.
- Performs customer service as needed to meet workload demands, including responding to inquiries, addressing complaints, and resolving technical problems.
- Supports the relationship between Chaffee County Government and the general public by demonstrating courteous and cooperative behavior when interacting with residents, visitors, and County staff.
- Maintains confidentiality of work-related issues and County information.
- Performs other duties as required or assigned.

QUALIFICATIONS:

- **Minimum education:** Bachelor's Degree in Planning, Geography, Natural Resource Management, Environmental Science, or related field; AND
 - 2+ years of experience with environmental planning, natural resources management, or community development programs or equivalent combination of education, training, and experience. Master's Degree in related field(s) preferred.
- **Certificates or licenses:** Must possess or be able to obtain a valid Colorado Driver's License with a satisfactory driving record. Professional certification or a clear path to such certification in an appropriate industry, including the American Institute of Certified Planners (AICP), is preferred but not required.
- **The ideal candidate will have:**
 - The ability to apply professional knowledge, skills, and experience to identify and address environmental and natural resources planning issues in an amenity-rich community;
 - Have outstanding communication and interpersonal skills;
 - Have well-honed project management and organizational skills;
 - Have the proven ability to adeptly manage multiple projects and priorities concurrently;
 - Proficiency with word processing and data management programs, such as Microsoft Word/Google Docs, Microsoft Excel/Google Sheets, and Microsoft PowerPoint/Google Slides; and
 - Familiarity with progressive planning tools and resources including GIS, maps, scientific data, etc.

REPORTING RELATIONSHIPS:

- **This Position Reports to:** Planning Director
- **This Position has supervisory and/or management responsibility for:** Between zero (0) and three (3) Planning & Zoning Department members.

EQUIPMENT USED:

- Computers, telephones, mobile devices, scanner, printer, copier, fax machine, and other related office equipment.
- Possible use of County vehicles.

PHYSICAL REQUIREMENTS:

- Ability to conduct activities involving substantial standing and sitting.
- Ability to lift and/or carry burdens weighing up to 25 lbs. on a frequent basis.
- Ability to grasp and manipulate office equipment, record books, and similar other tools and materials.
- Ability to conduct activities involving climbing, stooping, kneeling/bending, crouching, twisting, and reaching on a moderate basis.
- Ability to participate in routine conversation in person or via telephone, and distinguish telephones, printers, computers, and other auditory tones.
- Ability to work on computers for significant amounts of time.

WORKING CONDITIONS:

- The majority of this position's duties are performed within an indoor environment. The incumbent may be exposed to noise, mechanical and electrical, and other related hazards associated with an office environment.
- Occasional visits to outdoor locations, with related possible exposure to weather and associated hazards, are likely.
- Occasional in-county and regional travel may be necessary.

Chaffee County is an Equal Opportunity Employer.

Employee signature: _____ Date: _____

Supervisor signature: _____ Date: _____