

**CITY OF BOZEMAN, MONTANA
POSITION VACANCY ANNOUNCEMENT
September 15th, 2023**

Position:	Planner I
Wage:	\$32.59 to \$35.62 per hour depending on experience and qualifications
Bargaining Unit:	MFPE
Fair Labor Standards Act Status:	Non-Exempt
Work Week:	Typically Monday-Friday, 8am-5pm
Application Deadline:	October 1st, 2023 @ 11:59pm
Supervisor:	Development Review Manager

POSITION SUMMARY:

The Planner I position is responsible for applying professional standards to planning, administration, coordination, research, and implementation of comprehensive plans, development review codes, design guidelines, affordable housing, and urban re-development. This position requires friendly and consistent customer service to a variety of groups and individuals including, but not limited to other City employees, Municipal, State, and Federal officials, representatives of neighborhood organizations, business and community organizations, architects, engineers, and the general public. This includes verbal communication and professional correspondence in regard to standards and policies concerning proposals, building permits, development applications, and other various planning office activities.

This is a full-time opportunity with many benefits! As a City of Bozeman employee, you will be part of a team that is committed to positively impacting the community. This great opportunity also provides enrollment in an established retirement system with significant employer contribution (9.07%), generous vacation and sick time accruals, 8 weeks of paid parental leave, and excellent medical/dental/vision benefits.

MINIMUM REQUIRED QUALIFICATIONS:

- Bachelor's Degree in Planning, Architecture or a closely related Degree; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

TO APPLY:

- Complete a City of Bozeman application online at www.bozeman.net/jobs.
- Attach a cover letter and resume.