



Town Of Meeker  
Community Development Director/Town Planner  
**JOB DESCRIPTION**

***GENERAL PURPOSE***

Performs administrative, professional, and technical work in the development and implementation of current planning programs related to land use, building code and related municipal plans and policies; acts as municipal liaison to developers, property owners, and the public; manages long-range planning goals; serves the Planning Commission. Additionally, assists Town Administrator in a community development role through public relations and communication; grant acquisition and application; and community outreach and engagement.

***ESSENTIAL DUTIES AND RESPONSIBILITIES***

Planning

- Plans, organizes, and directs the work activities of the Planning Department including Town planning, zoning, and code enforcement, related to land use, building, other similar regulations
- Responds to local citizens inquiring about local planning and zoning regulations and ordinances
- Provides guidance to public regarding planning and land use code regulations, offering pre-conference meetings prior to application submittals
- Schedules hearings and actions, monitors through the approval process, prepares staff reports and related data as required
- Provides staff support to the Planning Commission and Council as needed. Prepares agendas, facilitates public hearings, and offers planning reports and supporting data, including recommendations for various land use issues
- Reviews and processes complex comprehensive plan amendments, re-zonings, annexations, site plans, plats
- Analyzes and reviews proposed developments for compliance with local, state, and federal plans, regulations, and policies
- Recommends upgrades of revisions to Town's land use regulations, comprehensive plan, and other town documents
- Works closely with Building Inspector and other Town staff to handle any land use, planning, zoning, and development activities
- Attends professional development workshops and conferences to keep current with trends and developments in the fields of municipal planning and community development



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Community Engagement

- Introduces, manages, and coordinates programs and projects that incentivize positive growth, building, business and tourism within the Town of Meeker
- Partners with Chamber of Commerce to support local business development
- Provides recommendations to businesses in their expansion and relocation efforts including site selection, permitting, and networking
- Stays informed of all funding options available that fit Town of Meeker needs and helps seek out and apply for grant opportunities
- Committee member of Meeker Main Street Program, providing technical and logistical support for the Main Street District and its programming
- Liaison with local Historical Society regarding preservation projects and compliance with historical standards and state guidelines
- Assists with website management and social media communications regarding community development opportunities and public projects
- Develops and maintains strong positive relationships with state and regional partners such as Department of Local Affairs (DOLA), Office of Economic Development and International Trade (OEDIT), Associated Governments of Northwest Colorado (AGNC) and the Colorado Municipal League (CML)

***QUALIFICATIONS***

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job

- College degree in urban planning, economic development, public administration, or related course of study
- Minimum of three years' experience in community planning and/or development
- Excellent written and verbal communication skills
- Strong interpersonal skills and ability to establish effective working relationships with co-workers, elected officials and the general public
- Ability to work independently, pay close attention to detail, and manage multiple reports, documents, and deadlines effectively
- Innovative, collaborative, organized, self-motivated
- Ability to operate a motorized vehicle and possess a valid driver's license