



Job Announcement

20200120 Environmental/Sustainability Planner

CLOSING DATE: March 9, 2020

APPLY ONLINE AT [LONGMONTCOLORADO.GOV/JOBS](https://longmontcolorado.gov/jobs)

Department: Planning and Development Services

Division: Planning

Hiring Range: \$6,288- \$6,987/monthly

Regular Full-time with Benefits

Mon-Fri 40 hours/week. Occasional weekends and evenings as needed.

Definition: Under the direction of the Planning Manager, perform technical and public contact duties in environmental and sustainability planning activities in the Planning and Development Services Department. This position is responsible for coordinating, managing and resolving project issues, developing research and work methods, and exercising management of personnel engaged in a broad range of planning programs which will include multidisciplinary teams of professional, technical and clerical staff. The position performs complex planning work requiring a substantial level of professional training and experience in environmental regulations and sustainability practices, to assure projects comply with local, State, and Federal environmental regulations.

Principle Duties: Serve as the City's Sustainability Evaluation System (SES) coordinator for all development applications that are reviewed by the City. Areas of coordination may include:

- Represent the Planning and Development Services Department at public meetings.
- Act as liaison between Planning and Development Services Department and Public Works and Natural Resources Department.
- Present technical reports and proposals to the Development Review Committee, Planning and Zoning Commission, City Council and other boards or commissions as required - especially as they relate to topics of environmental protection and sustainability.
- Lead or participate in the development and implementation of regulations, policies, plans and programs that guide and support the City in sustainability and the protection of the environment as it pertains to development.
- Coordinate and meet with Natural Resources and Sustainability Program Staff to proactively address environment and habitat regulations, and other sustainability topics related to development projects.
- Prepare ordinances and resolutions related to the SES and environmental protection.
- Meet with and advise developers regarding development applications and processes required to comply with the SES and City environmental regulations.
- Explain the purpose of City SES regulations.
- Explain the purpose and application of the City's habitat assessment form

- Explain the purpose of and proper application of the prairie dog management plan and regulations
- Evaluate project plans to identify obstacles and opportunities.
- Monitor and evaluate mitigation plans and remediation.

Manage the City's SES system by keeping it up to date with current council direction and existing regulations, including:

- Manage the development and implementation of regulations for the City of Longmont related to the SES and environmental protection.
- Develops RFPs, scopes of work, schedules and bid specifications; Manage professional consultants for the development of plans, specifications, studies, and/or reports. Negotiate consulting agreements and contracts. Resolve issues and administrative matters related to those projects.
- Manage the SES tool review of all development applications as required by code with all required city departments.
- Work with other elected officials, department staff, citizens and developers as required to assist them in the SES process, including:
- Explain the purpose of City regulations and the directives of accepted development practices.
- Make presentations to, and answers questions from: the public, citizen advisory boards, Planning and Zoning Commission and City Council;
- Comment and advise on sustainability, urban conservation and natural resource issues to other City departments, citizens, citizen advisory boards and commissions, and City Council

Confirm compliance of development applications with all sustainability and environmental regulations, including:

- Perform field inspections and/or review construction and final acceptance of development applications for conformance to sustainability and environmental regulations.
- Serve as project manager in functional areas of environmental planning and sustainability planning while conducting advanced technical work of development applications and materials.
- Manage and review complex development applications ranging from site plans to large annexations that include preparing written reports, coordinating and resolving issues among different City departments and outside groups, while ensuring compliance with the City's SES requirements and environmental regulations.
- Coordinate, review, and participate in the work of professional and technical employees in data collection, analyses, plan formulation and implementation of a variety of planning, sustainability and environmental review activities.
- Review and make recommendations regarding diverse planning projects
- Explain and enforce legal and environmental regulations.
- Provide data and make decisions related to environmental issues for the City related to development applications.
- Provide support, guidance, and review for the various projects under their supervision.

Represent the department as required on environmental and sustainability work groups, including:

- Serve on task forces that include City-wide and interdepartmental teams related to sustainability, urban conservation and natural resource management.
- Participate in the development of city wide plans while evaluating the plans for sustainability and environmental impacts.
- Assist in the implementation of goals, objectives, policies, and priorities contained in Envision Longmont
- Writing environmental assessments and conducting studies to determine impacts and constraints.
- Develop and maintain quality control methods, including the creation of detailed reports and collection of data.

Educate the public, developers, consultants, citizens, appointed board and commission members and the City Council on environmental and sustainability in the development process, including:

- Provide sustainability and environmental related information to the public.
- Prepare various applications for state and federal grants.
- Provide consistently professional and responsive customer service.
- Collaborates extensively with public and private partners including members of the public, advocacy groups, non-profits, HOA's, members of the design and development community (landscape architects, developers, contractors), schools, academic institutions, citizen advisory boards, City departments, City Council, and regional, state, and federal agencies (as may be appropriate) on issues of planning, sustainability, environmental impacts and the community interest. Performs essential duties and additional tasks in a manner which enhances City Attributes.

Working Environment: Work is performed primarily in an office environment, but requires visits to development sites and environmentally sensitive areas that may require walking and standing on slippery or uneven walking surfaces and exposure to inclement weather. Work entails considerable reading, writing, and mathematical reasoning. Must be able to analyze and interpret a variety of data including statistical and demographic data, standards, and specifications, and read and understand maps, plans, and other graphics. Must be able to effectively communicate orally and in writing. Work duties will involve making oral presentations to large groups. Must be able to operate personal computer and associated software for data entry and word processing, which may include repetitive motion for up to 8 hours per day. Night meeting attendance required.

Qualifications: A minimum of a Bachelor's Degree from an accredited college or university in planning, natural resources management, sustainability, ecology, biology, environmental science, environmental or sustainability planning, environmental design, environmental engineering, or a related field with sustainability emphasis.

Four years of related experience working in local or regional governments or working for organizations that developed environmental or sustainability programs and plans, including experience in working on or managing projects or programs that required involvement of stakeholders with varying interests and concerns. A Master's Degree is preferred and may substitute for one year of professional experience. **Additional Requirements:** Valid driver's license required. Certified Planner (AICP) or Registered Landscape Architect (PLA) is preferred.

Selection

The selection process will include complete job description review, personal interview, background investigation, criminal background check, and substance screening.

DEADLINE: 11:59 P.M. on March 9, 2020.

Online application (required) must be successfully submitted by **11:59 p.m. on March 9, 2020**. An online application process is available for this position on our website at www.longmontcolorado.gov/jobs. Resumes are not accepted in lieu of the City Application. For more information, call (303) 651-8609.

The City of Longmont offers Equal Opportunity for employment to all qualified applicants. It is the policy of the City of Longmont not to discriminate on the basis of race, color, religion, creed, national origin, sex, sexual orientation, age, ancestry, veteran status, or disability unless related to a bona fide occupational requirement. If you need special assistance in the selection process, please contact the Human Resources Department in advance to make arrangements.

AN EQUAL OPPORTUNITY EMPLOYER

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