

Francis City Part Time Planner Position

Duties

Francis City is seeking a part time City Planner. The City Planner will be responsible for aiding in all aspects of Planning, Zoning and Enforcement of City Codes. They will prepare Planning Commission Agendas, prepare Staff Reports for Planning Commission and City Council, answer phones, assist the Planning Commission, Board of Adjustments and City Staff. Review and update the General Plan and Development Code when necessary, work with Developers on all land use applications such as Subdivisions, Annexations, and Commercial Development. They will learn City Codes and Zoning, approve and sign all Building Permits making sure they comply with City Codes, approve and sign all Business License Applications making sure they comply with City Codes, write Enforcement Letters, schedule all Special Events and inform staff of dates, assist in Frontier Days, fill in for Office Staff as needed and other duties as assigned.

Qualifications

A Bachelor's degree from an accredited college or university in planning, or certification is preferred, but the City is willing to train the right person if necessary. Pay dependent on experience, open until filled.