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## JOB DESCRIPTION

### **Position:** Assistant Planner

Hometown Planning, a private company providing contract land use planning and zoning administration services throughout Central Minnesota, is accepting applications for a full-time Assistant Planner (minimum 32-40 hours/week). Responsibilities include assisting in the development of comprehensive plans and ordinance updates, reviewing permit applications, preparing monthly staff reports for Planning Commission and other meetings, responding to public inquiries, assisting in ordinance enforcement, conducting site inspections and other duties as assigned. Some work may be conducted remotely, upon approval. Opportunities for quick advancement and taking a lead role in serving client communities. A complete job description can be found at [www.hometownplanning.com](http://www.hometownplanning.com).

**Qualifications:** Demonstrated oral and written communication skills and ability to work in a largely computer- and internet-based office environment. Experience in zoning administration or related field is preferred, but not necessary for the right candidate. Bachelor's or Master's degree or coursework in community planning, urban studies, public administration, geography or related field and/or AICP certification is preferred, but not necessary for the right candidate.

**Salary:** \$18-20/hour **or more** depending on experience.

**Application Instructions:** Please send resume/job history and cover letter explaining interest and qualifications to: Hometown Planning, 324 Broadway Street, Suite 101, Alexandria, MN 56308. Position will be open until filled and interviews would occur as applications are received.

### **Detailed Responsibilities:**

1. Assist with various zoning administration tasks, including review of permit applications, writing of staff reports and various letters to applicants/landowners, background work related to enforcement of regulations, site inspections, organization and analysis of historical permit data and other tasks as needed.
2. Assist in research, analysis and writing related to the development of Comprehensive Plans.
3. Assist in research and writing related to the development or amendment of zoning, subdivision and other land use related ordinances.
4. Perform administrative office tasks as necessary and typical of a small office setting.
5. Build relationships and coordinate with staff and public officials in various communities to gather information and assist in zoning administration and land use planning activities.
6. Take a lead role in serving client communities when ability to do so has been demonstrated, including attending evening meetings as needed.

### **Preferred Qualifications:**

1. Willingness and desire to develop and make use of a wide variety of skills – from writing and research to public speaking to working with the public.
2. Experience or background in living in or working with small rural communities (populations 100-10,000+).
3. Knowledge and ability to research, assemble and analyze data from a variety of sources.
4. Excellent analytical, writing and communication skills.
5. Ability to work with community staff, permit applicants, development professionals and the general public in a friendly, positive and helpful manner.
6. Willingness and desire to go beyond expectations.
7. Proficiency with Microsoft Office, Excel or similar applications and comfort with navigating a wide variety of internet-based sites and applications for research and information tracking purposes.
8. Comfort with the use of cellular/smart-phones and related apps, text messaging and laptop computers/tablets for daily work and communication.
9. Ability to self-manage time and work effectively and efficiently, with minimal guidance from supervisor.
10. Willingness and ability to provide thoughtful, pragmatic and professional assistance to communities tailored to their unique social, economic and political characteristics.
11. Willingness and ability to work with flexible hours and independently from home, office or other settings in order to fulfill job expectations and deadlines. Work can generally be done during normal business hours, but allows for – and at times may require – work as needed during other times.

### **Job details:**

1. Minimum 32-40 hours per week with possibility for additional time as available, desired by employee or needed by employer.
2. Starting salary - \$18-20/hour **or higher** depending on experience.
3. Specific work schedule can be flexible to accommodate the individual although work does involve specific meeting times and deadlines.
4. Work may involve day or evening travel to communities throughout the region – generally not more than 1.5-2 hours from Alexandria and very rarely overnight.
5. Opportunity to develop or put to use real-world skills applicable to a wide variety of public, not-for-profit or for-profit positions. Depending on company needs and individual interest, position will provide experiences applicable to a variety of fields – including public administration, land use planning, political science, regulatory administration and natural resource management.
6. Opportunity to build relationships with a variety of city, county and township officials as well as other state and local government organizations (i.e. League of MN Cities, Association of MN Counties, MN Association of Townships, MN Department of Natural

Resources, MN Pollution Control Agency, local Soil and Water Conservation Districts, etc...).

7. Depending on need of company, excellent growth opportunities for the right individual.