



GALLATIN COUNTY, MONTANA

Assistant Planning Director – Department of Planning & Community Development

Montana’s fastest-growing county seeks an experienced planner, with strong technical and leadership skills to provide programmatic oversight of Gallatin County’s development review services within the Department of Planning and Community Development. Gallatin County is home to a thriving economy, Yellowstone National Park, Montana State University, world-class skiing, and blue-ribbon trout streams. Gallatin County’s 104,000 residents also enjoy local art galleries, historic attractions, farmers markets, museums, performing arts centers, and an international airport with non-stop flights to several destinations on the East and West Coasts as well as the mid-west and Texas. We boast a high rate of home ownership, a highly-rated public school system, and low crime and unemployment rates. 56 percent of Bozeman residents have bachelor’s, graduate or professional degrees compared to 30 percent nationally. With unbeatable weather, notable amenities, and a high quality of life, it is no surprise that Gallatin County is frequently recognized as an ideal place to live. It has been named to more “Top 10 Best...” lists nationally than will fit in this advertisement.

The Government:

Gallatin County has a Commission form of government, which operates under general powers granted by the state constitution and statutes. Three Commissioners and seven row officers are elected on a partisan, at-large basis to perform executive, legislative, and quasi-judicial functions. The Assistant Planning Director reports directly to the Planning Director, who is responsible for overseeing the County’s land use functions and services.

The Department:

The Department of Planning and Community Development is supported by 13 FTE. The Department’s budget comes from application revenue and a variety of tax-supported funds. The Department’s primary responsibilities include development review (e.g. zoning, subdivision, building for lease or rent), long-range planning, floodplain management, support for various community development activities, and provision of GIS services to internal and external stakeholders.

The Position:

The Assistant Planning Director position is new for the Department and provides an opportunity to be part of a strategy that will help bolster the effectiveness of planning functions in Gallatin County. In recent years the Department has focused primarily on its development review functions. By bringing in an Assistant Planning Director to provide programmatic oversight of Gallatin County’s development review services, there will be additional capacity for the Planning Director and other staff resources to make much-needed progress on other Department responsibilities. Targeted activities include but are not limited to: long-range planning, regulation maintenance, public outreach, and stakeholder collaboration.



Montana State University

The Assistant Planning Director position is an excellent opportunity for a talented professional to make a difference in an organization constantly seeking ways to best provide services to a fast-growing community. The position assists the Planning Director with implementation of policy, fulfillment of various regulatory and statutory duties, supervision of staff, and management of programmatic functions of the Department. The position interacts extensively with the public and community stakeholders and will work closely with elected officials and several planning-related boards.

The ideal candidate will:

- be an engaged coach and mentor, with an inspiring, collaborative and participatory leadership style
- have outstanding communication and interpersonal skills
- be known for enforcing high standards and creating and maintaining an energized and responsive culture
- have excellent customer service skills
- be a skilled problem solver
- have the ability to discuss complicated land use issues with both technical professionals and laypeople
- have thorough knowledge and experience implementing the principles, practices, methods, and procedures associated with land-use planning
- have experience working on planning issues in a fast-growing community and knowledge of common planning issues in the Intermountain West
- have significant experience administering land-use regulations and development review processes
- be able to successfully navigate an ever-changing policy and regulatory environment
- be able to convey broad knowledge of current and emerging land use planning issues in order to anticipate the needs of the community and proactively offer solutions and alternatives
- be relied upon to be a champion for the organization and community land-use planning needs
- have the proven ability to adeptly manage multiple projects and multiple priorities concurrently

Qualifications:

- BA/BS degree in Land Use Planning or related field and either a planning-related professional certification (e.g. American Institute of Certified Planners) or a graduate degree in Planning or a related field
- A minimum of three years of experience in an advanced planning position
- Experience supervising employees, leading teams, and managing projects
- Public sector experience is highly desirable; however, transferrable private sector experience will be considered

The Process:

The position is open until filled. The first review of applications will take place September 22, 2017. To apply submit cover letter, resume with references, [Gallatin County Employment Application](#), and [Applicant Survey](#) to [Bozeman Job Service](#). To maintain confidentiality, references will not be checked until near the end of the process. As a condition of hire, the final candidate will be required to successfully pass a criminal history check, and background investigation. Candidate must possess a valid driver’s license issued by the state of Montana or attain a Montana driver’s license within six months of hire and be insurable under the County’s liability policies. Questions about the position should be directed to Sean O’Callaghan, Gallatin County Planning Director at (406) 582-3130 or sean.ocallaghan@gallatin.mt.gov

Gallatin County is an Equal Opportunity Employer. Gallatin County does not discriminate on the basis of race, color, religion, sex, age, national origin, disability or marital status.

Compensation:

Annual salary ranges from \$57,033-\$69,201 DOQ. Gallatin County also offers an excellent benefits package including an Optional Health Benefits Plan where premiums for full-time employees are 100% covered by Gallatin County and spouses and families can be added at extremely reasonable rates. Our program also offers limited dental and vision coverage. Employees receive ten (10) paid holidays per year as well as 12 paid days of sick time and 3 weeks of paid vacation time. Gallatin County employees participate in a mandatory retirement plan through the Montana Public Employee Retirement System (PERS). We also offer an optional Deferred Compensation Plan and Flexible Spending Accounts.



Flyfishing the Gallatin River



Downtown Bozeman



Wintertime in Gallatin County

Photo Credit: Melissa Doar, Ted McGrath, Tim Evanson