



**CITY PLANNER  
JOB DESCRIPTION**

Job Title: City Planner  
Department: Public Works  
Reports To: Director, Public Works  
Location: Sturgis City Hall  
FLSA Status: Non-exempt  
Classification: None (*This position is not collectively bargained – specialized knowledge*)  
Updated: Jan 2025

**POSITION OBJECTIVE:**

The City Planner is responsible for directing and administering the current and long range planning and development activities for the City of Sturgis as well as for the administration of the city’s zoning ordinance, subdivision regulations, and comprehensive plan.

The Planner is the “one stop shop” for liaising with developers, businesses, and residents as they bring forward development and improvement projects. The Planner is responsible for coordinating the City’s comprehensive master planning, neighborhood planning, and residential and non-residential growth analysis and projections as well as land use plan amendments. As such, this position researches and recommends zoning changes, variances, use-on-reviews, special exceptions, platting and subdivisions. This position also provides recommendations to City Council by ensuring development and land use proposals conform with established plans and ordinances.

This position also serves as the City’s primary point of contact for the MS4 program.

**EXAMPLES OF ESSENTIAL DUTIES:**

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **Duties may include, but are not limited to the following:**

- Coordinate City’s current planning activities, including coordinating zoning change requests, variance requests, use on review requests, platting and subdivisions. (Site visits are required as part of the review process.)
- Review land use projects and proposals for conformity with established City policies and procedures, City ordinance, City design standards and adopted building codes, long term

comprehensive plan, and City/County 3-mile Platting Jurisdiction Agreement. (Site visits are required as part of the review process.)

- Liaise with applicants, property owners, City staff, architects and engineers, Planning Commission and City Council
- Utilize the Citizenserve software portal to route applications and maintain application files
- Coordinate City planning and development responsibilities activities with other City divisions, departments and outside agencies as needed
- Assist in the development and implementation of zoning, subdivision regulations, capital improvement plans, land use plans, annexation studies, and other plans, studies, and codes to meet the City's needs.
- Serve as the City's primary point of contact for large projects, requests on reviews, variances and subdivision developments
- Work with Engineering staff and consultants to plan infrastructure placement and growth/extension
- Provide information and education on land use applications, ordinances, codes, plans and related planning programs, services or regulations to architects, engineers, developers, contractors, owners, community groups and interested persons
- Review planned unit development (PUD) requests and once approved, monitor to ensure that the developer complies with all stipulated regulations
- Assist with TIF development and management
- Handle all aspects of an initial or re-platting request, from initial contact to filing with Meade County
- Ensure public notices are published and surrounding property owners are notified, as required
- Prepare meeting materials for the Planning Commission / City Council meetings
- Draft meeting Planning Commission agenda and minutes for publication
- Ensure Planning Commission conducts annual follow-up reviews for all approved use-on-reviews
- Serve as the City's primary point of contact and coordinator of our MS4 compliance efforts
- Assist in neighborhood planning and preservation activities, including conducting background research and data collection; preparing preservation plans and strategies; complete various grant submissions to federal, state and non-profit entities; and/or serving as liaison to neighborhood groups and citizens
- Ensure relevant updates are made to the City's Geographical Information System

Other duties and responsibilities (as required):

- Assist in various inspections and licensing processes during annual Sturgis Motorcycle Rally events
- Attend the monthly Black Hills Planners meetings
- Maintain a relationship with the Construction Industry Center

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

### **General (Education and/or Experiences):**

- Degree in Urban Planning, Geography, Political Science, Public Administration, or related field
  - o Work experience in lieu of education may be considered
- 3-5 years' experience in City planning
- Prior work history in the fields of zoning and subdivision ordinances, planning processes, and/or long range or current planning
- Experience with GIS systems and ability to navigate layers and parcel information (*preferred*)

**Knowledge, Skills and Abilities:**

- Excellent communication skills, both written and oral, including proper use of English grammar, punctuation and spelling as well as the ability to understand and explain legal documents in “lay terms” to a constituent
- Strong tact and diplomacy and able to handle and diffuse situations in which a constituent is angry, frustrated, or annoyed
- Excellent organizational skills – both paper and electronic filing
- Excellent time management skills with the ability to accomplish deadlines in a timely manner with little direct oversight
- Able to maintain as confidential information received in the course of employment
- Able to understand organizational policies, rules, administrative regulations, and procedures and apply them consistently and fairly in all situations
- Advanced proficiency with Microsoft Word, Excel and PowerPoint
- Work cooperatively with other departments, external organizations and agencies, internal committees, City Council, etc.

**Required Certifications:**

- AICP Certification (strongly preferred)

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job as listed above. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Able to frequently sit at a desk or computer situation, stand, and walk
- Able to frequently grip, reach, and handle papers and files
- Able to frequently use a telephone to communicate with constituents
- Able to frequently type, use a 10 key pad, and write for extended periods of time
- Able to frequently communicate verbally (face to face and via telephone) and in writing to personnel, staff and customers
- Occasional need to bend, twist, and lift
- Must be able to drive a City vehicle in order to conduct site visits to neighborhoods, private residences, commercial zones, and development project sites.
- Site visits may involve walking on undeveloped ground and inclement weather
- Able to work in an occasionally stressful work environment

**Other:**

- None

**RELATIONSHIPS:**

The position shall be directly supervised by the Director – Public Works.

This position works closely with Planning Commissioners as well as the City Building Inspector, Public Works Director and Engineering staff.

The following positions report to this position:

- None