

## **Job - City and County of Denver with our Community Planning and Development department**

### **Residential Plan Review Senior City Planner - Community Planning and Development - City & County of Denver**

#### **About Our Job**

*The City and County of Denver utilizes a hybrid model workplace that balances the responsibilities of public service with the benefits of a flexible work environment. Employees work where needed, at a city site and/or in the field at least two days a week, and telecommute remotely at a designated workplace within the State of Colorado the remaining days.*

*Please apply to this job as soon as possible if you are interested. This job application will close without further notice.*

The City and County of Denver's Community Planning and Development Department ([CPD](#)) is seeking a highly motivated, creative, and organized Senior City Planner to join the Residential Plan Review Team under the [Development Services](#) division.

Development Services staff helps to make the city's vision a reality. This is where building projects are reviewed, permitted, and inspected. It's also the home for neighborhood inspections, ensuring quality-of-life standards for Denver's communities. Through each of these critical roles, Development Services helps to implement the city's vision for an outstanding Denver.

Senior city planners are typically project managers who develop and contribute to interdisciplinary planning initiatives. The ideal candidate will offer experience in project management, zoning code maintenance amendments, and administration of zoning codes. The senior city planner for the residential plan review team will be expected to develop an in-depth understanding of the Denver Zoning Code and development review procedures to serve as a subject matter expert for internal and external partners.

The candidate selected for the Senior City Planner position will be a key member of the residential plan review team, serving as one of the zoning code technical leads on the team.

As a Senior City Planner, duties include:

#### Project Management:

- Serve as a zoning code technical team lead on the residential team. Support external customers and internal staff in the administration of Denver's zoning code.
- Coordinate and manage a variety of short-term and long-term special projects, which may include business process innovations; implementation of new regulations; updating internal and external document, guide, and website language.
- Ensure consistent application of zoning rules and business practices by staff, which will include developing training materials and training programs, leading trainings, performing quality control reviews, making zoning administrator determinations, and assisting other staff with the preparation and review of work products.
- Serve as the residential team lead and representative on interdisciplinary special projects with an emphasis on planning and zoning regulatory projects. Prepare, review, and comment on proposed zoning code text amendments. Participate and may lead advisory meetings, stakeholder meetings, and committee hearings. Work towards implementation of new regulations by updating processes, documents, guides, and training materials.
- Represent the residential team in weekly zoning technical meeting and meetings reviewing staff recommendations for variance cases

#### Zoning Reviews:

- Review zoning permit applications for the construction of one and two-family residential buildings and associated accessory structures, with an emphasis on complex zoning projects, and projects requiring a variance, administrative adjustment, or zoning permit with informational notice. Review of one- and two- family applications that are referred to the residential team including rezoning applications, landmark reviews, site development plans, large development reviews, and vacation requests
- Conduct zoning records research to verify zone lots, and existing permitted uses and structures
- Review, examine, and interpret a wide range of construction documents and permit application materials for compliance with applicable codes, policies, and standards which include The Denver Zoning Code and Former Chapter 59 (the "old" Zoning Code)
- Generate plan review notices (comment letters) that clearly outlines deficiencies in the permit application submittal and the corrections that are required to demonstrate compliance. Comment should reference an applicable code and code section
- Update the permitting system, Accela, according to department procedures and policies, including but not limited to creating and filling out permits, relating records, updating workflow, and invoicing fees

- Assist one-and two-family customers with inquiries at the residential permit counter, via pre-application meetings, and via the general residential phone number and email. This involves advising contractors, architects, engineers, builders, homeowners, and the public on the permitting process and code requirements
- Interpret and explain a wide range of code requirements, permit application procedures, policies, and standards to the public, professional design consultants, project managers, contractors, city managers, and elected officials

## **About You**

To be successful in this role, our Senior City Planner will have excellent customer service and interpersonal skills. They will have an innate ability to deal with challenging situations and people with enthusiasm and calmness. As this position interacts with people throughout the Denver community, we are always looking for someone who is bilingual, fluency in Spanish is preferred. Please make sure to indicate any languages you are proficient with on the application.

Our ideal candidate will have:

- Experience reviewing and examining construction documents for conformance with zoning code regulations and/or drafting zoning regulations
- Project management skills that include a strong attention to detail and being highly organized, with the ability to work independently and be accountable for overall function, program, and project performance.
- Strong research and analytical skills, especially in relation to zoning and other land use regulatory tools.
- Proficient with using MS Office Suite and Adobe Acrobat. Experience using electronic permitting systems and programs, such as Accela.

We realize your time is valuable so please do not apply if you do not have at least the following required minimum qualifications:

- Education: Bachelor's Degree in City or Regional Planning, Architecture, Landscape Architecture, Historic Preservation, Engineering, or a related degree
- Experience: Five (5) years of professional planning experience
- License/Certifications: Requires a valid Driver's License at the time of application. Licenses and certifications must be kept current as a condition of employment
- Education/Experience Equivalency: One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education. Additional appropriate education may be substituted for the minimum experience requirements

To be considered for this position, you must include the following on your job application (upload the multiple attachment(s) to the Resume/CV section on the My Experience tab):

- Resume
- Cover letter, telling us about yourself, your interest and experience

Apply here - [https://denver.wd1.myworkdayjobs.com/CCD-denver-denvergov-CSC\\_Jobs-Civil\\_service\\_jobs-Police\\_Jobs-Fire\\_Jobs/job/Downtown-Denver/Residential-Plan-Review-Senior-City-Planner---Community-Planning-and-Development\\_R0045511](https://denver.wd1.myworkdayjobs.com/CCD-denver-denvergov-CSC_Jobs-Civil_service_jobs-Police_Jobs-Fire_Jobs/job/Downtown-Denver/Residential-Plan-Review-Senior-City-Planner---Community-Planning-and-Development_R0045511)

*The City and County of Denver provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, national origin, disability, genetic information, age, or any other status protected under federal, state, and/or local law.*

For information about right to work, click [here](#) for English or [here](#) for Spanish.

### **About Everything Else**

- Job Profile - CE0429 City Planner Senior
- To view the full job profile including position specifications, physical demands, and probationary period, click [here](#).
- Position Type – Unlimited
- Position Salary Range - \$72,887.00 - \$120,264.00
- Starting Pay - Based on experience and education
- Agency - Community Planning & Development

### **Benefits link:**

- [https://www.denvergov.org/files/assets/public/job-center/documents/benefitsguide\\_2022.pdf](https://www.denvergov.org/files/assets/public/job-center/documents/benefitsguide_2022.pdf)
- <https://acrobat.adobe.com/link/track?uri=urn:aaid:scds:US:814213a6-0ea9-4668-9eda-8a908712a842>

### **Transit / EcoPass**

<https://www.denvergov.org/Government/Agencies-Departments-Offices/Agencies-Departments-Offices-Directory/Job-Center/benefits/Get-to-Work-and-Back/Taking-Transit>

### **Why Work Here**

<https://www.denvergov.org/Government/Agencies-Departments-Offices/Agencies-Departments-Offices-Directory/Job-Center/benefits>

