



Recreation & Environmental Senior Planner

Who We Need

This unique position encompasses current and long range planning with an emphasis on environmental planning and recreation. The position will assist with reviews, updates, and implementation of long range and regional plans, including the Comprehensive Plan and Recreation and Public Access Master Plan. This position will plan and administer Teton County's outdoor recreation programs and facilities. The position will also perform other planning related functions, including coordinating and reviewing applications within floodplain and wetland overlays, providing recommendations to the Planning and Zoning Commission and Board of County Commissioners, and analyzing development applications for compliance with county regulations, standards, and state statutes. The work is performed independently under the general direction of the Planning Administrator.

Ideal Candidate Skills

- Recreation Planning:
 - Assists in developing and maintaining department sub operation budget for recreation;
 - Assist with grant applications and project tracking and spending;
 - Manage recreation programs (Teton River recreation, public lands access sites, county-managed public trails and shooting range); Creates processes and procedures for supported programs; Creates and maintains recreation records, maps, reports, and documents;
 - Collaborates with Federal and State agencies, local jurisdictions, County department heads and nonprofit entities to develop recreation partnerships;
 - Acts as staff liaison to the Teton County Waterways Committee ;
 - Supervises seasonal employees and volunteers related to recreation management;
- Natural Resources/ Environmental Planning:
 - Implements ordinances and codes related to natural resource overlays
 - Assists with reviews of wildlife habitat assessments, floodplain and wetland mapping/delineations.
 - Acts as liaison to the County's Wildlife Advisory Committee

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- Assists with updates related to Floodplain mapping and ordinances; works with FEMA, state agencies, and members of the public to coordinate floodplain development permits for Teton County;
- Assists with any natural resource overlay mapping updates needed

- Current and Long Range Planning:
 - Responds to and resolves public inquiries on Wetlands, Floodplains, Natural Resource Overlays, planning projects and recreation.
 - Works to support and implement elements of the Teton County Recreation Master Plan; Assists in updates to the Comprehensive Plan and other regulations
 - Assists with current development planning and application review as needed;
 - Performs all work duties and activities in accordance with County policies and procedures;
 - Coordinates public outreach for recreation and environmental planning, including press releases, social media, editorials, story maps, public meetings and surveys;
 - Performs other duties as assigned.

Minimum Required Qualifications

- Bachelor's degree in a related field or equivalent experience (urban planning, resource management, natural resources, biology). Master's degree preferred ;
- At least 5 years' experience in planning or government or a combination of education and experience;
- Certified Floodplain Manager (or ability to train and obtain);
- AICP Certification (or ability to obtain) ;
- Valid Driver's License;
- Knowledge of:
 - methods, materials, procedures, and standard practices of recreation management and development;
 - creating and implementing recreational programs;
 - natural resources best practices and state and federal regulations;
 - public presentation skills;
 - safety best practices and policies;
 - budgeting procedures and objectives;
 - basic computer skills with the ability to use Microsoft, Google, Adobe and GIS standard office software;

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- local government operations, policies, procedures, and departmental relations;
- Ability to oversee volunteers and employees;
- Ability to
 - cultivate partnerships with communities and nonprofits;
 - work on several projects simultaneously;
 - work independently and in a team environment as needed;
 - attend to details while keeping big-picture goals in mind;
 - read, interpret, explain and apply laws, resolutions, ordinances, codes and contracts related to the functions of the department;
 - review plans and apply provisions of the ordinances and codes to determine compliance with such regulations;