



**GALLATIN COUNTY, MONTANA**  
**Assistant Planner/Associate Planner**  
**Department of Planning & Community Development**

**The Position**

Montana’s fastest-growing county seeks a land use planner, with strong technical and project management skills to assist Gallatin County in meeting its land use planning objectives. This position will work under the direction of the Assistant Planning Director, and coordinate with other staff and stakeholders to facilitate review of projects under the County’s various development regulations (e.g. subdivision, zoning, floodplain, etc.) and fulfillment of various regulatory and statutory duties.

This is an excellent opportunity for a talented professional to make a difference in an organization constantly seeking ways to provide excellent services to a fast-growing community. The position interacts extensively with the public and a wide range of community stakeholders, and will work closely with elected officials and several planning-related boards.



*Montana State University*

**The Community**

Gallatin County is home to a thriving economy, abundant recreational opportunities on nearby public lands, Yellowstone National Park, Montana State University, world-class skiing, and blue-ribbon trout streams. Gallatin County’s 112,000 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 and has been named to several “Top 10 Best...” lists nationally.

**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 Department of Planning and Community Development reports to the County Administrator.

**The Department**

The Department of Planning and Community Development is supported by 13 FTE. The Department’s budget comes from a variety of tax-supported funds and application revenue. 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 Department works closely with the County Commission, Planning Board, Zoning Commission, and several other boards and committees.

**The ideal candidate will:**

- Ability to apply technical knowledge and common sense to address planning issues in a fast-growing community
- have outstanding communication and interpersonal skills

- have well-honed project management and organizational skills
- have the proven ability to adeptly manage multiple projects and multiple priorities concurrently
- have experience with public speaking and facilitating public participatory processes with diverse stakeholders
- be a skilled problem solver with excellent and responsive customer service skills
- have thorough knowledge and experience implementing the principles, practices, methods, and procedures associated with land-use planning
- have the ability to discuss and communicate complicated land use issues with both technical professionals and the public
- be relied upon to be a champion for the organization and community land-use planning needs
- be able to successfully navigate an ever-changing policy and regulatory environment
- knowledge of common planning issues in the Intermountain West is preferred

planning or closely related field and one to two (1-2) years of experience in a professional planning position are equivalent.

#### The Process

The position is open until filled. To apply submit cover letter, resume with references, [Gallatin County Employment Application](#), and [Applicant Survey](#) to the Gallatin County Human Resources Department at [hrjobs@gallatin.mt.gov](mailto:hrjobs@gallatin.mt.gov). 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 and 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](mailto: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

Hiring salary ranges from \$41,773-46,216 DOQ for an Assistant Planner and from \$49,926-\$54,999 DOQ for an Associate Planner. 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. 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.

#### Qualifications

- Assistant Planner: The required knowledge, skills, and abilities are typically acquired through a combination of experience and education equivalent to a Bachelor's degree in planning or a related field.
- Associate Planner: The required knowledge, skills, and abilities are typically acquired through a combination of education and experience. A Bachelor's degree in planning or a related field and two to four (2-4) years of experience in a professional planning position, or a Master's degree in



*Flyfishing the Gallatin River*



*Downtown Bozeman*



*Wintertime in Gallatin County*