



Burleigh County—Vacancy Announcement

Job title: Planner
Location: Bismarck, ND
Terms: Full Time / Exempt / Full Benefits
Salary: \$64,771.20 to \$83,324.80 per year, Grade 9

**Application
Deadline:** March 17, 2026

About the role: Reporting to the County Building Official – Director, is responsible to promote the sound growth and zoning policies for Burleigh County. This position is responsible for collecting data, conducting research, preparing reports for public hearings, analyzing development proposals for code compliance, and assisting with long-range planning activities. The County Planner assists with planning and zoning projects, floodplain administration, and other special planning issues and ordinances within the County. Incumbents independently perform professional planning assignments with limited supervision and may aid other members of the department.

Burleigh County Benefits:

Burleigh County offers an NDPERS retirement plan, 95% premium paid Health Insurance coverage through BCBS of ND. We also offer \$25,000 life insurance coverage and additional insurance coverage options.

Candidate Requirements:

1. Bachelor's degree in Planning or a closely related field, and two (2) years of professional Planning experience.
2. Ability to obtain an American Institute of Certified Planners Credential (AIPC) through the American Planning Association within 24 months of hire.
 - Preference will be given to applications with experience in government planning practices and land use regulation.
3. Must possess computer skills including a proficiency in MS Office products and industry specific software.
4. Must have the ability to read and interpret plans, specifications and ordinances and be skilled in written and verbal communications dealing with technical subjects and public presentations.
5. Must have reasonable interpersonal communication skills and be able to interact with fellow employees, professional staff, contractors, and the public.
6. Must possess a valid class D North Dakota driver's license with a clean driving record.
7. Application will be subject to a post-offer criminal background check, and pr-employment drug screen. The County will pay for the associated cost of these exams.

Primary Job Duties:

- Serves and the primary land use planning person for Burleigh County. Develops, reviews, researches, updates, and implements all zoning, platting, land use and environmental regulations. Develops land use policy alternatives and recommendation. Technically assist townships and small cities in land use regulation.
- Review and assist in the review of moderately difficult development proposals and site plans for conformance with building codes, plans and ordinances.
- Conducts site evaluations to determine compliance of proposal with appropriate township, county and state regulations and guidelines.

Primary Job

Duties Cont.:

- Conducts pre-development meetings with developers, architects, engineers, surveyors, and landowners.
- Review and process subdivision plats for recording, rezoning requests, and land use permits (i.e., conditional use permits, variances) for compliance with county ordinances.
- Provides information and advises developers, engineers, surveyors, architects, property owners, contractors or involved parties regarding planning and zoning regulations and policies.
- Maintains cohesive project files and documentation.
- Assists in resolving citizen and customer issues.
- Assists with the development and maintenance of comprehensive plans, specialized studies, Master Plans, land development ordinances, and department programs.
- Conducts research, utilizes Geographic Information Systems (GIS) to create maps and analyze data, and compiles information for use in Planning and Zoning reports and presentations.
- Provides interpretation and application recommendations of regulations and policies developed or maintained by the department.
- Identifies and pursues grant opportunities for transportation or hazard mitigation. Administers grants to completion.
- Develops and maintains effective working relationships with the public, officials, and personnel from other agencies.
- Maintains confidentiality of non-public records and makes available all data and information deemed a public record by the North Dakota Century Code.
- Performs other duties as required and assigned.

How to Apply:

- Applicants must apply and register at the following website:
<https://www.burleigh.gov/careers/>
- Applicants must also provide:
 1. Cover letter
 2. Resume
 3. Three (3) professional references
 4. College transcripts, unofficial are fine.
 5. Copy of Planner Certification (if applicable)

Applications and all supporting material must be received in the Burleigh County Human Resources office by the deadline listed.

We only accept applications online for vacant positions that are listed on our website.

Veteran's preference: Applicants who are residents of North Dakota and eligible to claim veteran's preference must include Form DD214. Claims for disabled veteran's preferences must also include Form DD214 and a letter less than one year old from the Department of Veterans Affairs indicating disability; claims for preference as the eligible spouse of a disabled or deceased veteran must include Form DD214, a marriage certificate, and a letter less than one year old from Dept. of Veteran's Affairs indicating disability, or the veteran's death certificate.

People who may need additional job information or may require accommodation or assistance with the application or interview process should contact Burleigh County Human Resources at 701-222-6669.

A complete job description is available from the Burleigh County Human Resources Office.

Equal Opportunity Employer:

The employing agency does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services, and complies with the provisions of the North Dakota Human Rights Act.