

Building and Zoning Department
Position: Planner
Full time

DISCLAIMER: INTENT AND FUNCTION OF JOB DESCRIPTIONS

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed in an attempt to illustrate essential functions and basic duties, in addition to 'peripheral tasks' or that could generally be considered "other duties as assigned." In no instance, however, should the duties, responsibilities, and requirements be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate. Requirements, skills and abilities included have been determined to illustrate the minimal standards required to successfully perform the positions.

In accordance with Americans with Disabilities Act, reasonable accommodations may be made to enable individuals with disabilities to perform the functions & duties as described.

ADVERTISEMENT LANGUAGE:

The City of Emmett, Idaho, is looking for a Planner. The position provides an exciting opportunity for involvement in city land use and planning processes. The city, like much of the surrounding communities, is experiencing unprecedented growth with the city primed for new commercial development at this time. This is a key opportunity to become involved in assisting the general planning processes for the city. The primary responsibility for this position is administering and coordinating the operations, programs, and activities of the planning department. This position is also responsible to support other general office administrative functions. This is a full-time position with a competitive benefits package. This position also includes the completion of a criminal background check.

Please submit an application and resume. Applications and complete job description may be picked up at City Annex, 601 E. 3rd Street, Emmett, Idaho, or by emailing building@cityofemmett.org. Application deadline: June 10, 2022. The City of Emmett is an Equal Opportunity Employer.

DEPARTMENTS: Building and Zoning
CLASSIFICATION: Full-time
FLSA Designation: Non-exempt
SALARY RANGE: \$50,000 - \$70,000 annually D.O.E.
PERSI Retirement benefits
Paid medical for employee, and reduced rates for family members
Vision and Dental option
12 paid holidays a year with one being your birthday to be used in your birthday month

REPORTING RELATIONSHIPS:

Position Reports to: Building and Zoning Administrator
Positions Supervised: None

DISTINGUISHING FEATURES OF THE POSITION

This position reports to the Building and Zoning Administrator and has close working relationships with other office staff, including Public Works, Fire, Police, and Engineering. This position assists with the City's Planning and Zoning operations, programs, and activities, and also processes land use applications, responds to questions about zoning in the city and provides general assistance at the front desk.

FUNCTIONS & DUTIES

Primary responsibilities include, but not limited to:

- Conducts research on issues, policies, and concepts pertaining to planning, zoning, and community development; presents reports, analysis and findings to the planning commission and/or city council; prepares written reports in response to public requests for zoning applications and various ordinance and development code changes.
- Prepares planning and zoning commission meeting agendas and staff reports and assures compliance with state and city posting requirements.
- Receives and processes land use applications and renewals; receives payment of fees.
- Prepares proposals in draft form for amendments to development code, zoning ordinance or policy governing local planning, zoning, and development.
- Coordinates with staff for proper reviews of commercial and residential plans and specifications to assure compliance with city zoning ordinances; coordinates with builders and developers and assists by identifying actions needed to secure compliance. Conducts field inspections as needed to assist with project reviews.
- Participates in development review meetings with various city department and developer representatives and identifies areas of improvement related to zoning; participates in Planning and Zoning Commission meetings, appeals hearings, and related administrative processes related to project management, code development, etc.;
- prepares and presents staff reports to Planning and Zoning Commission and City Council.
- Attends Planning and Zoning, City Council, or other meetings as needed or requested.
- Occasional office coverage for other City departments.
- Other duties as assigned by the Administrator.

PERFORMANCE MEASURES

- Accuracy and attention to detail
- Customer service
- Resource management
- Planning management
- Timeliness
- Professionalism

QUALIFICATIONS & COMPETENCIES

EDUCATION / CERTIFICATION:

- Bachelor's Degree in urban planning, public administration, geography, political science or a closely related field;
- OR
- Five years' experience in planning & zoning, public administration or a closely related field;
 - Experience in a municipal/office setting; and
 - Valid driver's license.

REQUIRED KNOWLEDGE:

- Understanding of planning processes, procedures, terminology, project management, etc.
- Understanding of record retention requirements and procedures.
- Understanding of city services and departments.
- Intermediate knowledge of law, mathematics, finance, budgeting, and public administration and the use and implementation of reference material, statutes, ordinances, codes, tables, handbooks, and formulas.

EXPERIENCE REQUIRED:

- Five years' experience in a comparable position at another city or county, or similar office setting, or additional education or certifications relative to job posting.

SKILLS / ABILITIES:

- Ability to pass a criminal background check.
- Ability to operate a computer and associated software with accuracy.
- Skilled in standard computer applications, such as email, word processing, and spreadsheets.
- Ability to accurately receive, review, and process land use applications.
- Ability to manage time effectively.

- Ability to establish and maintain effective working relationships with the general public, the Mayor, City Council, and Planning and Zoning Commission, and other City employees (e.g., Police Department, Public Works staff).
- Skilled in dealing with various customers, via telephone, email or in person.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and recommend solutions.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to maintain strict confidentiality.

WORKING CONDITIONS:

This position works in a climate-controlled office environment and occasional offsite inspections. There is an infrequent need to lift heavy objects, which typically does not require assistance. General office work involves minimal recurring movement including filing documents, lifting, sitting, standing, bending, stooping, and walking. The position involves on-going operation of office equipment—computer, printer, phone, copier, fax, etc.