



City of Driggs Classification Specification

Planner I

Department(s): Planning & Zoning
Effective Date: February 14, 2019

Pay Grade: 6
FLSA Designation: Non-Exempt (covered)

GENERAL DESCRIPTION OF WORK

Assists the Planning and Zoning Administrator and Community Development Director in promoting, facilitating, and coordinating planning, zoning, building, and development activities; administering grants; and related duties as needed.

Supervised By: Planning and Zoning Administrator & Community Development Director

Supervision Exercised: Planning & Building Interns.

PRIMARY DUTIES (Not all Inclusive)

- Answers general questions regarding proposed developments, property information, city regulations, and general community information and application specific questions from applicants and potential applicants.
- Assists P&Z Administrator with administration of floodplain regulations, development of new regulations, amendments to city code, comprehensive plan updates, neighborhood plans, and other long range planning tasks and special projects as requested.
- Receives and processes planning and zoning related applications.
- Prepares staff reports, findings of fact and recommendations for the Planning and Zoning (P&Z) Commission, the Design Review Advisory Committee, and/or City.
- Attends Planning & Zoning Commission and Design Review Advisory Committee meetings as necessary.
- Supports maintenance of the permit tracking database and all associated public records and documents in the city's filing system.
- Supports the Code Enforcement Official in enforcement proceedings when zoning and building code violations occur.
- Provides assistance and oversight to City staff to complete zoning compliance reviews for business registration applications.
- Assists Community Development Director with grant administration tasks such as grant research, applications, tracking, and reporting.
- Assists Community Development Director with minor community development projects and economic development initiatives, such as park improvements and tracking and publishing vacant commercial lease spaces and properties.
- Coordinates agency comments and assistance on planning and zoning applications with City

Public Works Dept., City Building inspector, Fire Marshal, Public Health District, etc.

- Performs other duties as assigned.

Administration of Building Permit Processes

- Provides assistance and support in the review of building permit applications for completeness, including review of site plans for zoning code conformance.
- Assists with the calculation of water and sewer connection fees, impact fees and other related fees as needed.

IT / GIS Related Tasks

- Assists with the maintenance of the city's website.
- Assists with data creation and maintenance within the city's Geographic Information System (GIS).

Community Outreach

- Helps ensure effective communication with the community on planning topics and other city matters through the use of the City's website, social media, newsletters, etc.
- Coordinates the content, publication and distribution of quarterly city newsletters with all city departments.
- Provides support to all city departments on website content and format.
- Support city departments with consistent city branding, outreach materials and methods.

SECONDARY DUTIES (Not all Inclusive):

- Acts as a backup for other City Hall staff including telephone and front desk coverage as needed.
- Serves a backup to the P&Z Planning Technician in the preparation of meeting minutes.
- Updates the city's website with agendas, hearing notices, staff reports, minutes and other planning and zoning related information as needed to provide effective timely communication to the public.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong knowledge of local government operations, planning, land development or economic development.
- Ability to communicate effectively and diplomatically both verbally and in writing with private consultants and businesses, elected officials, community volunteers, developers, City staff, and the general public.
- Ability to operate various types of office equipment including a telephone, adding machine, calculator, copy machine and computer.

- Ability to utilize word processing, spread sheet and presentation software proficiently; documented social media experience required.
- Documented GIS experience required.
- Ability to organize and maintain filing systems.

MINIMUM QUALIFICATIONS

- Graduation from an accredited college (4 year) or university. Bachelor's degree in planning or related field is desirable.
- Two or more years of relevant planning experience. Course work or work experience in urban planning, environmental planning, or a related field is desirable.
- Any equivalent combination of education, experience and training which provides the knowledge and abilities necessary to perform the work.
- Possession of a valid Idaho driver's license or ability to obtain one within six months of hire.

WORK ENVIRONMENT

Position performs in a typical office setting. Tasks require a variety of physical activities such as walking, standing, stooping, sitting, reaching, hearing and seeing. Common eye, hand, & finger dexterity are required to perform essential job functions; memory for details, verbal instructions, analytical reasoning, and creative problem solving applications.

TO APPLY:

Submit an application (available on our website: www.driggsidaho.org/city-jobs), resume and cover letter to Annie Dell'Isola, Deputy Planning & Zoning Administrator, adellisola@driggsidaho.org or City of Driggs c/o Annie Dell'Isola, P.O. Box 48 Driggs, ID 83422. Supplemental materials (portfolio of work, website, blog, etc.) can be submitted. Applications must be received by 5pm **Monday, March 25, 2019**.