

**JOB TITLE:** HEARING COORDINATOR  
**DEPARTMENT:** Planning  
**SUPERVISOR:** Assistant Planning Director  
**SUPERVISION EXERCISED:** None  
**EXEMPT STATUS:** Non-exempt  
**LAST REVISION/BOCC APPROVAL:** January 25, 2022

### **Job Scope**

**Summary:** Work performed involves a high degree of complexity where critical, independent judgment is required. Works independently with minimal supervision under the general direction of the Assistant Planning Director. Work involves extensive coordination and facilitation of land use planning-related public hearings and special meetings of the Planning & Zoning Commissions, the Board of County Commissioners, and the Hearing Examiner. The Hearing Coordinator communicates heavily with others inside the Planning Department and regularly with elected county officials, Planning and Zoning Commissioners, and other departments throughout the county. Work has significant, distinct impact on the operations of the Planning Department with noticeable impact on the County in its relations with the public and with the need to produce error-free documents. Work is typically performed in an office environment with considerable stress due to critical deadlines. Position does not typically require travel outside the local area, but does involve travel to attend training or public meetings.

### **Essential Functions**

The essential functions include, but are not limited to, the following duties and responsibilities, which are not listed in any particular order of priority and may be amended or added to by the County at any time:

- Works is performed in the planning management software program.
- Regularly coordinates and attends public hearings and special meetings of the Planning Commission, Zoning Commission, Board of County Commissioners, and special appointed Plan Committees. Responsible for taking minutes, recording proceedings, registering exhibits, and producing minutes of the various hearings and meetings, and liaising with County Commissioners, Planning and Zoning Commissioners, and County Commissioner support staff.
- Creates public hearing legal notices for publication in the newspaper of record, posting consistent with Idaho's Open Meeting Law, and for mailed notices to adjoining landowners, taxing districts and agencies. Composes minutes, prepares mailing lists, public hearing and meeting agendas, and other documents as assigned. Tracks affidavits of publication, records of mailing, and certified letters to ensure noticing requirements are met. Assists planners as directed. Assembles necessary file documents for the Board of County Commissioners, the Planning & Zoning Commissions, and Hearing Examiner prior to public hearings and meetings. Prepares and processes decision letters following hearings.
- Responsible for preparation of Planning legal documents, including but not limited to preparation for appeals and judicial review, court exhibits, ordinances, resolutions, and issuances.
- Maintains, and updates various land use files and databases. Scans and assists in the maintenance of the digital record process for the department, as well as other general filing duties as assigned.
- Prepares room setup for all public hearings and meetings, including any necessary documentation.
- Updates the department web page by posting meeting agendas, minutes, staff reports or other documents, as directed.
- Composes letters and drafts documents, as requested by supervisors.
- Functions as a backup to answering general information questions and routing all other questions regarding planning and zoning to appropriate employees, other departments, or agencies. Performs routine clerical assignments, such as copying, faxing, mailing correspondence, handling money, writing receipts, and distribution of incoming and outgoing mail etc.
- Demonstrates a professional and positive representation of the Planning Department.

### **Secondary Functions**

- Performs all other administrative duties as assigned. Duties include but are not limited to recording

documents with the County Recorder, copying, scanning, filing maps and cross-training to assist in various department functions.

- Composing advertisements to run in the local newspaper for open seats on the Planning and Zoning Commissions as well as any other special committees.

### **Job Specifications**

- Sufficient combination of knowledge, skills, and abilities to competently perform the essential functions of the job. Bachelor's degree in relatable field or a combination of education and experience may be substituted for the bachelor's degree.
- Three years administrative experience required with previous experience in land use planning office or closely related office (surveying and engineering office, for example) preferred.
- Working knowledge of planning and zoning terminology and procedures preferred at time of hire but may be learned during first year of employment.
- Must possess excellent organizational, telephone, and communication skills. Must be able to communicate effectively, both orally and in writing. Ability to prioritize workload and meet deadlines is critical.
- Ability to multi-task and maintain composure in a fast-paced environment. Must be able to transition between multiple tasks on a frequent basis.
- Proficient grammar skills as used in the composing and proofreading of documents.
- Ability to follow directions, work in an effective and professional manner and develop effective working relationships with co-workers, supervisor, and general public.
- Must possess basic math skills and the ability to solve practical problems using a variety of instructions.
- Ability to use a variety of general office equipment, including personal computers, multi-line telephones, fax machines, scanners, copiers, labelers, etc.
- Required computer skills in Microsoft Office Suite and Google Suite.
- Must possess current driver's license with history of good driving record.
- Must complete notary public certification within 6 months of hire.

### **Working Conditions**

Ability to perform those physical activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Requires continual communication (hearing and talking, both in person and over the telephone); frequent fingering, grasping, pushing, pulling, stooping, lifting walking, and repetitive motions. Requires good general vision. Regular travel outside area for training or attendance at public meetings.

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This job description is not an employment agreement or contract and management reserves the right to modify when necessary.

I have reviewed and agree this Job Description accurately reflects the current responsibilities of my position. I also acknowledge that it will be placed in my Personnel File.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please Print Name: \_\_\_\_\_

