



Bonner County Job Description

Title: PLANNING DIRECTOR

Department: Planning

Supervisor: Board of County Commissioners

Supervision Exercised: Planning Department employees, interns and contract workers

Job Description Revision: June 28, 2022

Summary: Performs a variety of advanced professional and responsible administrative, technical and supervisory duties related to organizing, directing and coordinating the planning and zoning functions of Bonner County. Serves in the official capacity as the administrator of land use and building regulations and county floodplain administrator. Facilitates Planning & Zoning Commission land use functions.

Other Information: Work involves highly advanced professional work in a wide variety of situations wherein the incumbent typically determines his/her own practices and procedures, and is responsible for developing policies and objectives for the planning function. Involves a high degree of complexity, as incumbent is typically required to solve advanced problems using legal, logical principles and standards. Communicates collaboratively with others both inside the organization, including staff, Commissioners and other County employees, as well as those outside of the organization, including those using the County's planning services, members of the public, and other government agencies. Work involves high degree of responsibility as incumbent works independently under the direction of the County Commissioners. Work is typically performed in an office environment with frequent travel throughout the county to conduct planning-related research, presentations, or related activities and occasional travel outside the county for training, presentations and advocacy on behalf of the county. Typically involves high stress related to the nature of the work, deadlines, need for accuracy, and potential for publicity inherent in the work.

Essential Functions:

1. Sufficient combination of advanced planning knowledge, skills and abilities so as to competently perform the essential functions of the job. Bachelor's degree in rural land use planning, regional planning or related or equivalent experience required.
2. Five years of progressively responsible experience in the field of current and advanced land use planning at a public agency or equivalent with at least four years supervisory experience.
3. Must possess a current driver's license valid and have a good driving record.
4. Considerable knowledge of principles of rural or regional land use planning.
5. Considerable knowledge of mapping and site plan interpretation. Ability to read and analyze geographic information systems (GIS) maps and data.
6. Knowledge of and ability to apply principles of financial management and budgeting.
7. Substantial knowledge of, state and local laws, principles, related to land use planning and zoning.

8. Knowledge of and ability to apply sound principles of personnel management.
9. Must possess good organizational skills as needed in the multi-tasking responsibilities of this position.
10. Basic understanding of general office skills and protocol as needed to develop required reports and documentation. Knowledge of and ability to use spread sheet and database computer applications. .
11. Knowledge of research and statistical analysis methodologies and ability to evaluate and apply research data in the planning process.
12. Ability to develop and maintain strong working relationships with federal, state and local agencies related to land use and planning.
13. Ability to use discretion in the handling of confidential matters and material that may have a distinct impact on members of the public involved in planning proceedings.
14. Ability to read and interpret technical journals and documents, respond to public inquiries and complaints, and present information to department heads and elected officials. Must possess technical writing skills as they pertain to land use planning policy.
15. Ability to communicate effectively, both orally and in writing. Ability to make presentations in both large and small groups at various levels of education and understanding.
16. Ability to develop and maintain harmonious working relationships with others, both inside and outside the organization.
17. Substantial knowledge of the National Flood Insurance Program, Flood Insurance Rate Maps, Flood Insurance Studies, Community Rating System, and the principles of flood hazard reduction standards. Completion of "Managing Floodplain Development through the National Flood Insurance Program (Course E273) or equivalent preferred.

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, walking, and repetitive motions. May also require occasional climbing, crouching, walking, fingering and balancing, typically as used in field research activities. Requires good general vision. Frequent travel within the county and occasional travel within the region or nationally.

Disclaimer:

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

To complete upon hire or transfer:

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

Signature: _____ Date: _____

Please Print Name: _____