JOB TITLE: PLANNER I

Department:	Planning
Supervisor:	Assistant Planning Director
Supervision Exercised:	None
Exempt Status:	Exempt
Benefits Eligibility Status:	Eligible
BOCC Approval:	03/22/2017

SUMMARY

Performs a variety of entry-level technical and professional duties related to land use planning functions.

Works under the close supervision of the Planning Director. Performs beginning-level professional planning duties. Does technical data collection, research and analysis involving rural planning issues. Provides information to the public regarding planning and zoning standards as they relate to proposed construction, land purchases, and land use activities. Writes reports and presents findings to governing boards. Work involves a moderate level of complexity as incumbent uses independent judgment and decision making within a typically well-defined area. Works independently with regular review and approval from supervisors. Involves regular communication with associates in the department; regular communication with other departments inside the organization; regular communication with local, state, and federal agencies; and regular contact with customers and applicants. Impact of errors is moderate, but distinct, because incumbent interprets various maps, land use, and building regulations for landowners making decisions about property. Through training and supervision, most errors can be identified and corrected prior to impacting end users. Potential for impact to the Department and Organizational reputation is inherent in the contact with the public. Work is typically performed in a protected indoor environment, but does involve occasional exposure to weather and inclement conditions as incumbent conducts field research. Involves regular travel in the local area with occasional travel outside the County.

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:

- 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:
- Explains ordinances and statutes relating to land use, building regulations and zoning to members of the public. Directs individuals to proper departments or agencies as needed. Assists landowners in determining appropriate application for development requests.

- Reviews building location permit applications, shoreland development and vegetation buffer plans, storm water management applications and floodplain development permits for compliance with Bonner County Revised Code. Assists with building location permit issuance and the receipt of related fees.
- Receives and reviews land use applications for completeness according to Bonner County and Idaho codes. Receives monies related to applications.
- Prepares public hearing notices, mailing lists, vicinity map, display map, and other planning- related documents. Prepares, staff reports as directed.
- Conducts field investigations for land use applications, code violations, etc., and posts hearing notices as directed.
- Assists in ordinance enforcement under the direction of the Planner Director.
- Refers individuals to proper department or agency for permits or additional information concerning development (e.g., Panhandle Health District, Assessor's Office, Department of Environmental Quality, Department of Lands, Army Corps of Engineers, etc.).
- Conducts property deed research for compliance with Bonner County and Idaho codes.
- Updates and modifies land use and other County maps, using Geographic Information System (GIS) software.
- Assists permit and planning technicians with code and map interpretations.

SECONDARY FUNCTIONS

- Assists with special projects related to the planning department, Conducts research for comprehensive plan or ordinance amendments.
- Suggests, researches and develops handouts, application documents, checklists, and other information or necessary forms for the Planning Department, under the direction of the Planning Director.
- Assists in the maintenance of staff vehicle as assigned.
- Assists co-workers with operation of office equipment as needed or requested.
- Attends night meetings and hearings as required.
- Performs all other duties as assigned.

JOB SPECIFICATIONS

- Sufficient combination of 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 equivalent degree program. (A combination of planning education and experience may be substituted for the bachelor's degree.)
- Entry-level position. Previous internship or volunteer experience with planning or land use preferred.
- Must possess current valid driver's license with record of good driving history.
- Working knowledge of computers, spreadsheets, PowerPoint, databases, GIS programs, and word processing programs.
- Knowledge and ability to use public relations skills as needed in working with members of the public.
- Working knowledge of planning and zoning terminology, principles, and practices.

- Ability to research and develop reports, documents, and other information.
- Ability to interpret maps, legal descriptions, site plans, and basic construction plans. Ability to read and interpret engineer's scale.
- Ability to communicate effectively, both orally and in writing.
- Ability to develop and maintain harmonious working relationships with others, both inside and outside the organization.
- Must possess Stormwater and Erosion Education Program (SEEP) certification or equivalent within six months of hire date.
- Ability to read and interpret Flood Insurance Rate Maps and flood studies and apply flood hazard reduction standards. (Completion of "Managing Floodplain Development through the National Flood Insurance Program (Course E273) or equivalent preferred.)

PHYSICAL ABILITIES & 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); frequent fingering, grasping, walking, and repetitive motions. Requires good general vision. Requires frequent travel within the local area and ability to safely operate a motor vehicle. May require regional travel on an infrequent basis.

Disclaimer: This job description is not an employment agreement or contract, and management reserves the right to modify it 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: _____