

<b>JOB TITLE:</b>	<b>PLANNER II</b>
<b>DEPARTMENT:</b>	Planning
<b>SUPERVISOR:</b>	Assistant Planning Director
<b>SUPERVISION EXERCISED:</b>	NONE; Provides limited direction/training to the Planner I
<b>ORIGINAL DATE:</b>	6/2014
<b>LAST REVISION:</b>	2/2019
<b>BOCC APPROVAL DATE:</b>	10/1/2020

### Job Scope

**Summary:** Performs a variety of intermediate-level professional and technical duties related to land use planning functions.

**Other Information:** Works under the periodic supervision of the Assistant Planning Director and Senior Planner and is expected to exercise a degree of independent latitude and initiation in performance of duties. Performs intermediate-level professional planning duties related to a variety of general and specialized planning duties. Provides analysis and review of major project work, including planned unit developments, zone changes, subdivisions and comprehensive plan research. Work involves a moderate degree of complexity as incumbent operates from specific procedures and adopted codes, but frequently encounters variables requiring proper assessment and application of standards. Provides information to the public and governing boards regarding planning and zoning standards as they relate to proposed construction, land purchases and land use activities. Researches, writes and presents reports to the public and governing boards. Communicates extensively with others 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 some degree of responsibility as incumbent works independently under periodic supervision of the Planning Director. Work has noticeable impact on the operations of the department, and may affect decisions resulting in potential litigation by landowners and users. 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. May involve occasional periods of stress related to the nature of the work and potential for publicity inherent in the work.

### 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:

**Interprets and applies local, state and federal codes as they relate to land use for the benefit of the general public and governing bodies**

1. Provides appropriate information to members of the public for use in investment decisions, development of land, and to provide decision makers accurate and useful information needed for a variety of land use matters.
2. Provides limited direction/training to Planner I, Permit and Compliance Investigators in the application of land use laws and code interpretation.
3. Reviews major land use projects and prepares written reports, which provide an analysis of a variety of land use applications for decision makers. Presents oral reports to decision makers.
4. Assists in the enforcement of land use codes by receiving written complaints from the public and aids compliance investigators in the follow-up of field investigation, correspondence, and complaint summaries to the Prosecutor. Initiates ordinance enforcement and makes administrative decisions under the direction of the Assistant Planning Director.
5. Assists with revisions and updates of the Bonner County Revised Code and Comprehensive Plan by providing requested research and analysis.

6. Conducts property research to determine conformity with subdivision and zoning ordinances.
7. Assists in the updates of department comprehensive plan and zoning maps and develops new maps for land use projects, using GIS.
8. Prepares legal notices, vicinity maps and display maps for public hearings.
9. Corresponds and coordinates with other local, state and federal agencies on a variety of land use matters.
10. Develops and maintains proficiency at querying the AS-400 and other County database inquiries to map trends and other land use-related issues.

### **Secondary Functions**

1. Assists in the maintenance of the staff vehicle and other department equipment.
2. Performs all other duties as assigned.

### **Job Specifications**

1. 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 related or equivalent required.
2. Two years of progressively responsible experience in the field of current and advanced land use planning at a public agency or equivalent.
2. One year experience working with ARCVIEW GIS or equivalent software.
3. Must possess a current state driver's license with history of good driving record.
4. Considerable knowledge of Idaho Code, Bonner County Revised Code, and other principles, local, state and federal laws and practices related to land use preferable.
5. Considerable knowledge of mapping, and ability to read and interpret site and construction plans.
6. Knowledge of public relations and interrelations of other county, state and federal agencies.
7. Must possess good organizational skills as needed in the multi-tasking responsibilities of this position.
8. 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.
9. Ability to develop and maintain strong working relationships with federal, state and local agencies related to land use and planning.
10. 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.
11. Ability to work with math concepts used in land planning such as probability, statistics and geometry and applying ratios to practical situations.

12. Ability to read and interpret specific land use applications and related land use documents and information. Must possess technical writing skills as they pertain to planning department specifications and policy.
13. Ability to professionally communicate effectively, both orally and in writing. Ability to make presentations in both large and small groups at various levels of education and understanding.
14. Ability to develop and maintain harmonious working relationships with others, both inside and outside the organization.
15. Must possess Stormwater and Erosion Education Program (SEEP) certification or equivalent within six months of hire date.
16. 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.

### **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.

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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 reflect the current responsibilities of my position. I also acknowledge that it will be placed in my Personnel File.

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

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