

BANNOCK COUNTY **CLASS SPECIFICATION**

PLANNER

Department: Planning and Development
FLSA Designation: Non-Exempt

Pay Grade: 13
Effective Date: 10/04, 8/09

Purpose of Class

Performs professional and technical planning work involving the administration, advanced research and analysis, and presentation of information and recommendations on current and long-range planning and economic development issues; performs related work as required.

Primary Function

The primary function of an employee in this class is to perform professional and advanced planning work involving the research, review, analysis, enforcement, and coordination of development requests. The emphasis is on the application and overall implementation of the County Comprehensive Plan and general growth and development philosophy and goals, including plan revisions and long-range goals and studies. Additionally, this employee presents findings and recommendations to the County Planning and Development Council, County Commission, and the public. The work is performed under the general supervision of the County Engineer, but considerable latitude is granted for the exercise of independent judgment and initiative. The principal duties of this class are performed in a public office-building environment.

Essential Duties and Responsibilities (will vary by assignment)

- Administers the application and enforcement of the County zoning, subdivision, and related planning and development ordinances;
- Processes planning and zoning permit applications, including reviewing application documents, site visits, and preparing recommendations to the Planning Council and County Commission;
- Processes commercial and industrial development applications, including reviewing application documents, site visits, coordinating with other County departments, and general project management;
- Provides information and assistance to the public, answers inquiries, and provides technical support;
- Provides professional staff support and technical assistance to the Planning and Development Council and County Commission, including review and recommendations on proposals;
- Monitors overall implementation of the County Comprehensive Plan, including general planning and development philosophy, goals, and policies;
- Monitors plan application to geographic and proposed development areas;

- Performs research and evaluation of current planning philosophy and goals, reviews current plan application and implementation, and prepares recommendations for studies and revisions;
- Performs research and recommends general plan amendments and revisions;
- Administers plan revision process;
- Coordinates with and acts as liaison with other County departments, task forces and study groups, taking public comments and input, on planning and development issues;
- Coordinates County planning efforts with area municipalities and other regional government bodies;
- Evaluates and prepares recommended changes to zoning and subdivision ordinances;
- Performs special projects, studies, and research as directed;
- Administers general plan work and projects done by contractors and consultants;
- Performs technical planning functions including research, review, analysis, presentation, and coordination of rezone, annexation, development, use permit, variance, and related applications;
- Reviews applications for compliance with County Comprehensive Plan, development, and design codes;
- Coordinates application review process with affected parties, including applicant, property owner, planning staff, architects and engineers, County regulatory and review bodies, and the public;
- Maintains current case files on each application as assigned;
- Prepares and presents written and oral reports to regulatory and hearing bodies, including planning staff findings and recommendations;
- Maintains current County maps, zoning maps, planning documents, planning and development codes and related regulations, geographic and demographic information and databases, and related studies and statistics, for research, documentation, and public access;
- Provides information and recommendations for amendments on short-term and long-range planning issues and proposed revisions to County Comprehensive plans and development codes;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

Other Duties and Responsibilities

- Performs other related duties as required.

Competency Requirements

Knowledge of:

- Planning and zoning, economic development, and related principles, methodologies, processes, and practices;
- County Comprehensive Plan and development documents, philosophy, processes, and goals;
- County codes regulating development review and design standards, including public review and hearing processes;
- County, state, and other applicable ordinances, codes, and statutes governing

- planning, zoning, and development;
- Urban planning research methodology, including field inspections, computer and electronic searches, archive and file searches, personal interviews, and related research methods;
- Principles and practices of development design and engineering, including architecture, engineering, landscape architecture, site design and development, traffic engineering and impacts, and land use compatibility;
- Cartographic design and layout;
- Computer software and applications related to land use and planning and development procedures.

Ability to:

- Read and interpret County Comprehensive plans, regulatory codes, technical and operational documents, reports, research material and information, blueprints, and maps;
- Analyze applications and apply relevant regulatory ordinances and codes;
- Operate and maintain a Geographical Information Systems (GIS) computer system;
- Prepare and present oral, written, and graphic reports, documents, brochures and pamphlets, maps, and related planning and development documentation;
- Operate standard office equipment including a personal computer using program applications appropriate to assigned duties;
- Communicate effectively and establish and maintain effective working relationships with other County employees, state and local elected and appointed officials, the public, customers, citizen groups, and interested and affected parties;
- Maintain a professional demeanor during stressful situations;
- Understand and follow oral and/or written policies, procedures and instructions;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Demonstrate integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Bachelors degree in urban planning, landscape architecture, public administration, or a related field is required; and
- Four (4) to five (5) years experience in planning or a related field is required; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Special Qualifications

- Idaho drivers license is required.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions, use a telephone, and communicate with others;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and review, evaluate, and prepare a variety of written documents, maps, and materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment and computer systems and to make adjustments to equipment;
- Sufficient personal mobility, flexibility, strength, and agility, with or without reasonable accommodation, which permits the employee to work in an office environment and perform field inspections as required.