



Planner (I, II, and III)

Department: Development Services
FLSA Designation: Covered

Pay Range: Planner I/II – N7, Planner III - N8
Effective Date: 10/01/03 revised: 08/8/11
Revised: 10/1/2014

General Statement of Duties:

Under general direction, performs responsible, complex professional planning activities involving advance planning and special projects; and performs related work as assigned.

Classification Summary:

The primary function of an employee in this class is to perform current and long-range planning services for the County and ensure compliance with County zoning and subdivision ordinances, codes, and administrative agency stipulations. This includes subdivision plat applications, conditional use permit applications, and related land use and zoning issues and processes. Work is performed under the direct supervision of the Director with considerable latitude for independent judgment and initiative. The principal duties of this class are performed in a general office environment but may include fieldwork and site visits.

Examples of Work (Illustrative Only)

Essential Duties and Responsibilities

Planner I, II and III:

- Review of development and subdivision plans, site plans, and conditional use permit applications for compliance with County zoning, development, subdivision, lot split, flood plain, addressing, and other applicable codes as well as stipulations from the County Commission, Planning and Zoning Commission, and other administrative agencies;
- Coordinates applications and review processes with other affected agencies and parties;
- Administers public hearing and appeal processes, including scheduling and presiding at hearings;
- Verifies compliance with required stipulations on conditional use permits and subdivision plat applications;
- Implements, administers, interprets, and amends the County comprehensive plan and related development ordinances and codes;
- Researches and prepares staff reports, hearings findings, responses, legal and related records, correspondence, and documents;
- Provides technical advice and interpretations to the public, County staff, departments, agencies, and governing bodies as requested;
- Prepares and presents planning and zoning code, subdivision and development ordinance, and land use proposals to the County Planning and Zoning Commission, County Commission, and other administrative bodies for review and implementation;
- Maintains planning records, documentation, correspondence, and database information and prepares and presents oral and written reports as requested;
- Coordinates the update of zoning maps, subdivision maps, land use maps, transportation maps, impact area maps, gravel pit and cell tower maps, agricultural use maps, school district maps, and related maps and documents with the GIS Analyst;
- Performs all work duties and activities in accordance with County policies, procedures, and safety policies.
- Performs other related duties as required.

Other Duties and Responsibilities

Planner II and Planner III:

- Prepares special studies and reports of planning and development issues and impacts, as directed;
- Represents the County to regional planning and intergovernmental bodies, neighborhood and civic organizations, business and development associations, and other interested and affected groups;
- Researches and prepares reports for Planner III and other County officials and agencies;
- 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;
- Coordinates with and acts as liaison with 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 ordinances;

Planner III:

- Supervises Planner I/II.

Knowledge, Skills and Abilities

Knowledge of:

- Principles, objectives, and standard practices of comprehensive planning and zoning administration, development process and procedure administration, and ordinance and code implementation and administration;
- Principles and standard practices of project development, design, engineering, traffic and transportation engineering, and review procedures, including plan, permit, and license application review, evaluation, documentation, and approval processes;
- Current and long-range County planning and development objectives, ordinances and codes;
- Current County ordinances and codes governing zoning, development, design, subdivision, sign, and other applicable issues;
- State and other applicable statutes, case law, and court decisions governing planning, zoning, development, and land use issues and practices;
- Research, statistical analyses, and database management related to planning and development administration;
- Municipal administration practices and procedures;
- Conflict resolution methods.

Ability to:

- Work cooperatively and constructively with fellow workers and members of the public to provide public service of the highest quality and quantity;
- Read and interpret legal and property descriptions, ordinance and code documents, technical and instructional documents, and building plans, blueprints, and diagrams;
- Relate plans, diagrams, and blueprints to projects in various stages of construction and completion;
- Prioritize projects and review and schedule workloads to ensure efficient use of division staff and resources;
- Prepare and present oral and written reports and maintain hearing, review, inspection, and enforcement records and findings, documents, correspondence, legal notices and postings, and related files and records;
- Prepare and present reports and presentations to a wide variety of public interest groups, including but not limited to, the County Commission and other County agencies and commissions, advisory boards, task forces, neighborhood and civic groups, the media, and other interested and affected groups;
- 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 employees, the public, developers and builders, customers, applicants, property owners, and other interested and affected parties, including in stressful or adversarial situations.

Acceptable Experience and Training

Planner I:

- High school diploma or GED equivalency is required, preferably supplemented with a Bachelor's degree in planning or a related field; and
- One (1) to three (3) years of experience in planning or zoning review and enforcement or a related field is preferred; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Planner II:

- Bachelor's degree in urban planning, public administration, GIS or a related field; and
- AICP certification preferred; and
- Two (2) to three (3) years of 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.

Planner III:

- Bachelors degree in urban planning, architecture, urban design or a related field is required or
- Five (5) to Ten (10) years' experience in planning, development or a related field is preferred;
- AICP certification preferred; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work;

Special Qualifications

- Idaho drivers license;
- Must successfully complete a background investigation.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate with others in person and by telephone;
- 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 material, technical documents, blueprints, and plans.
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment and computer systems, to make adjustments to equipment, and operate a motor vehicle;
- Sufficient personal flexibility, mobility, strength, and agility, with or without reasonable accommodation, which permits the employee to work in an office environment and perform field inspections.

EOE Statement

Canyon County is an Equal Opportunity Employer. Employment decisions related to recruitment and selection are made without regard to race, color, religion, sex, national origin, age, disability or genetics.