



# ADA COUNTY HUMAN RESOURCES

## COMMUNITY & REGIONAL PLANNER

### *Development Services*

**HIRING WAGE:** \$60,000 - \$65,000/yr DOE

**STATUS:** Full-time with benefits

**CLOSING DATE:** Until Filled

**APPLICATION MATERIALS:** Apply online at [adacounty.id.gov/jobs](http://adacounty.id.gov/jobs)

### GENERAL SUMMARY

A Community and Regional Planner develops land use plans and programs that help create communities, accommodates population growth, and ensures needed public facilities in Ada County. This position works in an independent capacity, developing short- and long-term plans to create, grow, and revitalize communities and areas of Ada County. This position requires working on broad, community-wide plans as well as collaborating with other government agencies in regional planning activities. This position performs complex and varied assignments related to community, comprehensive, regional, transportation, and strategic planning. The incumbent will conduct complex technical analyses, produce written reports, develop presentations for meetings, collaborate with all departmental divisions, determines and evaluates overall project management resources and processes for the entire department.

### DISTINGUISHING FEATURES OF THE CLASS

This position reports to Strategic Planning Manager. This position works closely with public officials, community members, and other interest groups to identify community issues and goals.

### ESSENTIAL FUNCTIONS

- Interprets and applies applicable state, county and local codes, ordinances and regulations;
- Initiates, updates, and maintains the Ada County Comprehensive Plan;
- Provides substantive, professional input into the development of the County's Comprehensive Plan and into amendments to the Planning and Zoning and Subdivision Ordinances and the Area of City Impact Agreements;
- Works with regional and local agencies in dealing with growth related issues;
- Evaluates adequacy of community facilities in meeting current and projected needs to keep up with growth and comprehensive plans;
- Participates in project management aspects of comprehensive planning tasks and functions;
- Advises and instructs co-workers, elected officials and the public regarding technical requirements of community, comprehensive, regional, transportation and strategic planning and other regulations;
- Works on special assignments, including but not limited to, transportation analysis, historic preservation, community projects, regional coordination, capital investment program, or development applications;
- Represents the interests of the county on a number of county and interagency coordination, transportation, transit and planning committees and boards;
- Develops and presents analytical reports on the Comprehensive Plan to the public and officials;
- Conducts review of various development applications including plats, permits, site plans, variance requests and rezoning, in relation to the Comprehensive Plan;
- Conducts extensive research in specific or general project areas;
- Writes and presents formal and technical reports, working papers, and correspondence;
- Identifies community problems, issues, and opportunities in particular neighborhoods that could be mitigated through better community planning;

- Provides direction to others on transportation and public facilities related issues;
- Oversees and writes grants as directed;
- Develops strategies to promote economic and community development or efficient land use consistent with community goals;
- Recommends priorities, schedules, and funding sources to implement public improvement plans;
- Writes, or assists in writing, a variety of ordinances and regulations relating to development controls;
- Attends a number of evening and weekend meetings;
- Prepares maps, charts, sketches and complex graphics by using ArcGIS (ArcView, ArcMap, ArcCatalog) and other software;
- Establishes a common project management methodology to ensure consistent project initiation, planning, controlling, execution, and closing.

#### **ADDITIONAL FUNCTIONS**

---

- Participates in interagency coordination and planning committees;
- Receives, researches and answers inquiries on planning matters;
- Participates in special project reviews;
- Performs related work as required.

#### **JOB REQUIREMENTS**

---

- A Bachelor's degree from an accredited university in planning or a related field or equivalent combination of experience is required;
- A Master's degree in planning or related field or American Institution of Certified Planners accreditation is desirable;
- A minimum of three years of experience working in a public planning agency or in a related field;
- Knowledge of the principles and practices of planning and zoning as they pertain to the design and development of urban, suburban and rural areas;
- Knowledge of the pertinent ordinances, codes, regulations and plans pertaining to planning;
- Knowledge of administrative and management practices and procedures;
- Knowledge of the techniques required in the preparation of files, maps, charts, sketches and complex graphics by using ArcGIS (ArcView, ArcMap, ArcCatalog), Microsoft Suite, and other computer software;
- Skill in working with diverse groups to prioritize and accomplish multiple goals;
- Skill in establishing and maintaining effective working relationships with all departments and offices;
- Ability to communicate and make effective presentations verbally as well as in written and graphic form;
- Ability to exercise independent judgment;
- Ability to plan, organize and analyze complex planning projects effectively;
- Ability to conduct research, review and analyze complex information;
- Ability to establish and maintain effective working relationships with associates, government officials, representatives of other agencies, board members and the general public.

#### **ADDITIONAL REQUIREMENTS**

---

- Must possess and maintain a valid driver's license and a good driving record in accordance with Ada County vehicle policy.

#### **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

---

- Work is performed primarily in an office environment and the employee in this class is subject to inside environmental conditions;
- May be required to conduct field inspections and be subject to outdoor environmental conditions;
- May be required to lift up to 20 lbs.;
- Requires sufficient personal mobility and physical reflexes, which permits the employee to function in a general office environment to accomplish tasks.

## **DISCLAIMER**

---

To perform this job successfully, an individual must be able to perform the essential functions satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice. Ada County provides Veteran's Preference for all County jobs except for those deemed "key positions" in accordance with Title 65, Chapter 5 of Idaho Code.

## **NOTE**

---

*Ada County reserves the right, at the discretion of the appropriate appointing authority, to waive any of the minimum qualifications for those applicants whose general or specific qualifications would otherwise qualify the applicant for the position or lead the appointing authority to believe that the applicant is capable of performing the assigned duties and fulfilling the assigned responsibilities. The hiring pay range may be appropriately adjusted based upon current and/or prior applicable Ada County employment experience.*

*\* If you need reasonable accommodation to participate in and/or complete the county's application process, please contact Human Resources at the phone number or address listed hereon. (TDD call 287-7979)*

**Ada County Human Resources | 200 W. Front Street, 2<sup>nd</sup> Floor, Boise, ID 83702**

**Office: 208-287-7123 Fax: 208-287-6999**

**[adacounty.id.gov](http://adacounty.id.gov)**