BINGHAM COUNTY
Is Recruiting for the Position of

PLANNING AND ZONING DIRECTOR
December 13, 2019

Salary Range: $56,950.40 – $83,075.20 DOQ/DOE
Fulltime, County Benefits Included
Closing Date: Open Until Filled

Pay Grade: N29 FLSA Designation: Exempt

Purpose Of Class/Primary Function
Performs advanced, professional planning duties; supervises all departmental staff including Planning & Zoning; serves as staff to the Planning & Zoning Commission; advises the Board of County Commissioners regarding all Planning & Zoning, and land use policies and practices; develops recommendations on current and long-range planning and coordinates with the County Building Official and Public Works Director.

Essential Duties and Responsibilities (will vary by assignment)
• Performs technical planning functions including research, review, analysis, presentation, and coordination of rezone, annexation, development, use permit, variance, and related applications;
• Processes planning and zoning permit applications including application review, site visits, and developing recommendations for the Planning & Zoning Commission and the Board of County Commissioners;
• Conducts research and prepares reports on land use issues;
• Processes commercial and industrial development applications, including application review, site visits, and coordinating with other County departments.
• Evaluates and prepares recommended changes to zoning ordinances;
• 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;
• Supervises and administers the operations of the Planning and Zoning Department, including employee supervision, project prioritization, budget administration and management and long- and short-range planning;
• Prepares, implements, and manages the County’s Comprehensive Plan including development philosophy, goals, policies and develops and maintains County Planning and Zoning Ordinances;
• Coordinates with and acts as liaison with other local, regional, and statewide task forces, study groups, advisory committees, etc.
• Coordinates County planning efforts with area municipalities and other regional governmental agencies;
• May perform economic development duties as assigned;
• Prepares, implements, and reviews Department policies and procedures;
• Provides information and assistance to the public, answers inquiries, and provides technical support;
• Provides professional staff support and technical assistance to the Planning & Zoning Commission and the Board of County Commissioners;
• Conducts special projects;
• Prepares and presents periodic reports;
• Prepares and implements the annual Department budget;
• Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

Other Duties and Responsibilities
• Serves on County and community committees and professional organizations;
• Performs other related duties as required.

Competency Requirements
• Planning and zoning, economic development, and related principles, methodologies, processes, and practices;
• County Comprehensive Plan and various planning and economic development documents, philosophy, processes, and goals;
• County codes regulating development review and design standards, including public review and hearing processes;
• 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 effective management and supervision;
• County and Department policies and procedures;
• Coordinates with Building Official for County and other applicable building and construction codes, including but not limited to, structural, mechanical, electrical, plumbing, health, fire safety, and other applicable codes;
• Standard practices and procedures for field inspection;
• County planning, zoning, subdivision, flood, and related development codes and ordinances;
• Project management and administration techniques and objectives;

Knowledge of:

Ability to:
• Supervise the operations, functions, and employees of the County Planning and Zoning Department;
• Implement and administer an annual budget;
• Operate a motor vehicle;
• Understand and follow oral and/or written policies, procedures and instructions;
• Operate standard office equipment, including a personal computer using program applications appropriate for assigned duties;
• Communicate effectively and establish and maintain working relationships with other employees, the public, engineers, architects, developers and builders, applicants, property owners, and other interested and affected parties, including difficult and sometimes adversarial circumstances;
• Communicate effectively both orally and in writing;
• Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
• Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
• Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
• Make sound and reasonable decisions in accordance with laws, ordinances, regulations, and established procedures;
• Maintain a professional demeanor during stressful situations; respond courteously to customer inquiries, which are sometimes controversial or adversarial;
• Perform time management and scheduling functions, meet deadlines and set project priorities;
• Demonstrate integrity, ingenuity, and inventiveness in the performance of tasks.

Acceptable Experience and Training
• Bachelor’s Degree from an accredited college or university with a major in Urban/Regional Planning, Geography, Public Administration, or related field;
• Minimum of three (3) years, full time experience in a Planning organization;
• Management and supervisory experience is required; or
• Any equivalent combination of education, experience, and training which provides the knowledge and abilities necessary to perform the work.

Special Qualifications
• Idaho driver’s license is required;
• American Institute of Certified Planners (AICP) certification preferred.

Essential Physical Abilities
• Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively with others in person and by telephone;
• Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, technical documents, and review maps and ordinances;
• Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment, including a personal computer, and a motor vehicle;
• Sufficient personal mobility, flexibility, strength, and agility to work in an office environment that requires sitting for long periods of time and to perform field inspections;
• Jobs in this class require, with or without reasonable accommodation, lifting or moving up to 25 pounds frequently and up to 50 pounds occasionally;
• The employee is regularly required to stand, sit, and to maneuver over rough or uneven terrain while performing field reviews;

Benefits
Bingham County offers a highly competitive benefits package including membership in the Public Employee Retirement System of Idaho (PERSI), paid time off, holiday pay, as well as medical, dental, vision and life insurance. If you would like to view all of the benefits Bingham County offers our full-time employees, please visit our website: www.co.bingham.id.us, then click on Human Resources and that will take you to our web page and on the right side you will see “Employee Benefits”, if you click on this you will be directed to our Benefits page.

How to Apply
A job description and the Application may be picked up at the Bingham County Courthouse, Department of Human Resources, Room 110 or you may find the application on our website: www.co.bingham.id.us. When you have completed the Application and have attached all of the required documentation, you may submit it by bringing it to the address listed above, or you may mail it to this address: 501 N Maple #202, Blackfoot, Idaho 83221. If you choose to mail it, it must be received in the office by 4.00pm on closing day. You may also fax the paperwork to (208) 782-2681 or email it to: lpope@co.bingham.id.us by the closing date and time.

The back page of the Application is an Authorization for Release of Records and Personal Information. You will need to sign this document in front of a Notary Public. You may bring a picture ID with you to the Courthouse and Human Resources will notarize this page for you.

Items that must be attached to the Application

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<th>Resume</th>
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<td>Idaho Drivers License</td>
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If your application is not complete or doesn’t have the required documentation, you will not be considered for this job posting.