ASSISTANT PLANNER
Development Services

HIRING WAGE: $17.00 – $18.50/hr DOE
STATUS: Full-time with benefits
CLOSING DATE: Until Filled
APPLICATION MATERIALS: Apply online at adacounty.id.gov/jobs

GENERAL SUMMARY
Performs varied planning and zoning assignments relating to development plan reviews and technical analysis. Works closely and directly with the public, produces written reports.

DISTINGUISHING FEATURES OF THE CLASS
Performs varied moderately complex work under general supervision and according to pre-defined guidelines. Work may be reviewed by an Associate Planner for accuracy.

ESSENTIAL FUNCTIONS
- Prepares files, legal notices and hearing notices for Board of County Commissioners and Planning and Zoning Commission hearings, meetings, and administrative permits;
- Performs routine notification to affected agencies, neighboring properties and the public;
- Notices for applications and meetings are done in compliance with Idaho State Code, Ada County Code and Ada County Development Services policies;
- Researches property ownership records through use of the County’s GIS computer system or manual methods;
- Prepares maps, charts, sketches and other materials using computer software;
- Assists in the maintenance of the department work log and meeting schedules;
- Proofreads materials;
- Document minutes at stakeholder meetings and public hearings;
- Maintains files and exhibits for various commissions, boards and other official bodies;
- Assist the Associate Planners and Planning Manager with their responsibilities;
- Reviews administrative land use applications for completeness and for compliance with ordinances, codes, regulations and conditions of approval;
- Answers telephone inquiries on zoning matters.

ADDITIONAL FUNCTIONS
- Searches and locates file material;
- Maintains and updates public information material;
- Collects planning and zoning data and information;
- Performs related functions as required.

JOB REQUIREMENTS
- High school diploma or equivalent;
- Knowledge of planning principles and practices;
- Skill in operation of computers and other office equipment;
- Skill using MS Office Suite and Adobe Suite;
• Skill typing accurately from rough draft copy;
• Ability to create and maintain complex clerical records;
• Ability to communicate effectively verbally, written and graphic form;
• Ability to establish and maintain effective working relationships with associates, government officials, representatives of other agencies, board members and the public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS
• Work is performed in both office and field settings;
• The work requires the incumbent to visit assigned properties, including construction sites, to gather information. These visits require the incumbent to move over the land and inspect various parts of structures and locate section markers on the ground;
• Sometimes the incumbent must negotiate fences, hazardous or steep terrain with rough and rocky surfaces;
• At times the incumbent may be exposed to dogs and/or farm animals and snakes;
• May be required to sit, stand, reach overhead, squat and bend in the performance of the primary job responsibilities;
• May be required to lift up to 20lbs.

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)