**COMMUNITY PLANNING MANAGER**  
*DEVELOPMENT SERVICES*

**Hiring Wage:** $72,000 – $80,000/yr  
**Status:** Full-time with Benefits  
**Closing Date:** February 27, 2021  
**Application Materials:** Apply online at [adacounty.id.gov/jobs](http://adacounty.id.gov/jobs)

**General Summary**
Plans and manages the day-to-day operations of the Planning Division under direction of the Development Services Director. Responsible for conducting independent, advanced, professional planning work; advises the Director, the Planning and Zoning Commission, and the Board of County Commissioners regarding planning and zoning issues and policies and supervises the Planning Division staff.

**Essential Functions**
- Plans and schedules work to be accomplished in the Planning Division;
- Assigns work and provides direction to professional staff, reviews work products, provides feedback to employees and conducts and prepares written performance evaluations;
- Ensures that the content and quality of staff reports are of professional standards;
- Maintains consistency in the application and implementation of the county’s Comprehensive Plan, the Zoning Ordinance and in the processing of development applications;
- Reviews complex land use applications and site plans for completeness and for compliance with ordinances, codes, regulations and conditions of approval;
- Develops and presents analytical reports on complex zoning applications to the public, appointed officials and elected officials;
- Conducts meetings with land developers and others regarding development proposals;
- Supervises the formulation and updating of the County’s Comprehensive Plan and to the Planning and Zoning and Subdivision Ordinances;
- Makes recommendations regarding policies and procedures for timely and efficient processing of development applications and regarding interpretations of the Comprehensive Plan and related ordinances;
- Provides assistance and direction to Planners in the technical aspects of processing development applications;
- Advises and instructs co-workers, elected officials and the public regarding technical requirements of the County’s Comprehensive Plan, relevant ordinances and regulations;
- Inspects large-scale development and field sites, analyzes development in order to determine compliance with existing laws and codes;
- Maintains current copies of related plans and ordinances;
- Coordinates, attends and plans meetings of the Planning and Zoning Commission;
- Makes public presentations;
- Develops strategies to promote economic and community development, and efficient land use consistent with community goals;
- Provides direct oversight of both the managerial and technical aspects of large-scale strategic projects.
**ADDITIONAL FUNCTIONS**

- Participates on interagency planning and coordination committees;
- Interviews candidates for positions within the Planning Division, and makes hiring recommendations to the Director;
- Fosters good working relationships between Planning Division Staff and other divisions within the department;
- Makes recommendations to the Director regarding the professional development, promotion or discipline of planning staff;
- Assists the Director in formulating the departmental budget; and,
- Performs related duties as required.

**JOB REQUIREMENTS**

- Bachelor’s degree from an accredited university in Planning or a related field or equivalent combination of education and experience required, a Master’s Degree in Planning or a related field preferred;
- Seven (7) years of progressively responsible experience in a municipal or county planning department and five (5) years of supervisory/management experience preferred;
- Certification by the American Institute of Certified Planners (AICP) is preferred;
- Knowledge of administrative and management theories and techniques necessary to direct the work of personnel assigned to related tasks and projects;
- Knowledge of the principles and practices of planning and zoning;
- Knowledge of the methodology for conducting planning research and zoning analysis;
- Knowledge of the relevant ordinances, codes and regulations pertaining to planning and zoning;
- Knowledge of the techniques required in the preparation of maps, charts, sketches and graphics using ARC/VIEW and other computer software;
- Skill in directing the work of personnel assigned to related tasks and projects;
- Skill in working with diverse groups to set priorities and formulate programs to accomplish multiple objectives in a timely and professional manner;
- Ability to develop and make sound professional recommendations on planning policies and procedures;
- Ability to supervise and motivate employees;
- Ability to interpret, apply and follow departmental policies and procedures;
- Ability to effectively plan, organize and analyze complex planning projects;
- Ability to conduct technical planning-related research;
- Ability to review and analyze site plans;
- Ability to maintain effective verbal communications during public meetings and public hearings;
- Ability to effectively present the results of analyses verbally, in writing and graphic form;
- Ability to establish and maintain effective working relationships with co-workers, elected officials, representatives of other agencies and the general public.

**OTHER REQUIREMENTS**

- The incumbent is required to obtain and maintain a valid Idaho Driver’s License;
- The incumbent will be required to attend approximately 8 to 10 evening meetings per month and 2 to 5 lunch meetings per month.

**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;
- The incumbent works in a high-stress environment with a high workload, tight deadlines and the responsibility to receive and resolve complaints;
- Occasionally the incumbent may be required to conduct field inspections and be subject to outside 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 primary job responsibilities 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**

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.