



**BONNER COUNTY**  
**HUMAN RESOURCES**

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**TO:** All Employees  
**FROM:** Human Resources Department  
**DATE:** June 8, 2021  
**SUBJECT:** JOB ANNOUNCEMENT POSITION

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**Position:** Assistant Director  
**Department:** Planning  
**Starting Pay:** \$67,500  
**Closing Date:** Until Filled

**Position Summary:** Performs a variety of professional, administrative, technical and supervisory duties related to organizing, directing and coordinating the planning and zoning functions of Bonner County. Assists the Planning Director in his/her official capacity as administrator of land use, long range planning, flood plain development and building location permit ordinances.

**Other Information:** Work involves a wide variety of situations wherein the incumbent typically determines his/her own practices and procedures, based upon county laws and department policy. Assists the director in developing policies and objectives for the planning function. Involves a high degree of complexity, as incumbent is typically required to solve advanced problems using principles of logic and application of planning and land use laws. Communicates heavily with others both inside the organization, including staff, Commissioners and other County employees, as well as those outside of the organization, including those using the County's planning services, members of the public, and other government agencies. Work involves high degree of responsibility as incumbent works independently under the general direction of the County Commissioners and the Planning Director. Work has significant impact on the operations of the department and may affect decisions resulting in potential litigation by landowners and applicants. Work is typically performed in an office environment with frequent travel throughout the county to conduct planning-related research, presentations, training or related activities. Typically involves high stress related to the nature of the work, deadlines, and potential for conflict.

**Specifications:**

- Sufficient combination of knowledge, skills and abilities so as to competently perform the essential functions of the job. Bachelor's degree in rural land use planning, regional planning or related or equivalent required.
- Five years of progressively responsible experience in the field of current and advanced land use planning at a public agency or equivalent. Two years supervisory experience a plus.
- Must possess a current driver's license with history of good driving record.

**To Apply:** Please visit our website at <https://www.bonnercountyid.gov/departments/HR/current-openings>. Click on APPLY HERE, this will take you to our Munis Self Service system. Follow the instructions to register and apply on line for the position.

**Veteran's Status:** Bonner County will grant a preference to employment of veterans of the U.S. Armed Services in accordance with provisions of Idaho Code § 65-503 or its successor. In the event of equal qualifications for an available position, a veteran or family member who qualifies for preference pursuant to Idaho Code § 65-503 or its successor will be employed.

