**Planner I/II**



**Elmore County is hiring a Planner! This is a full-time hourly** position with Elmore County.   Hourly pay is offered at $16.69-$24.50 DOE/DOQ, Primary duties (see job description for full details):

**Planner I**

This is an entry-level professional position in the Land Use and Building Department of Elmore County. The primary functions of this job include:

1. Process development applications and provide information to the public to administer the Zoning and Development Ordinance;
2. Serve and the point of contact for the public and other team members on all planning matters
3. Prepare all hearing notices, publication records, and newspaper legal notices; and
4. Present staff reports and recommendations to the Planning and Zoning Commission and Board of County Commissioners’ Meetings.

The principal duties of the position are performed in a general office environment, with some field inspection of project sites. This classification requires administration and coordination of planning applications per guidelines established in the Local Land Use and Planning Act (LLUPA or Idaho Code Title 67, Chapter 65) and Zoning and Development Ordinance. An employee in this classification manages their time independently and coordinates their assignments with other team members, agencies, county staff, and general public in review of the development applications. Attendance at evening meetings is required.

**Minimum Qualifications:**

* High school diploma/GED with background in general office skills; **and**
* Experience in planning and zoning in the public/private sector, public administration, GIS, **or**
* Any equivalent combination of formal education, experience and training which provides the knowledge and abilities necessary to perform the work.

**Planner II**

This is a professional position in the Land Use and Building Department for Elmore County. The primary functions of this job are to coordinate land use planning reviews. This class serves as the assigned planner and technical support staff for the Planning and Zoning Commission; prepares staff reports for all development applications for presentation to the Planning and Zoning Commission. Work also involves data management functions utilizing GIS software and peripheral equipment to support various programs and projects related to planning, zoning, building, code enforcement, including other County Department functions. In the absence of the Director, the Planner II serves as Chief Administrative Officer and staff supervisor for the Land Use and Building Department. The principal duties of the position are performed in a general office environment, with some field inspection of development sites. Attendance at evening meetings may be required.

**Minimum Qualifications:**

* Bachelor’s degree in planning, public administration, or any other related field; or
* Considerable experience in urban planning, planning and zoning in the public sector, public administration, or
* Any equivalent combination of formal education, experience and training which provides the knowledge and abilities necessary to perform the work.

**Special Qualifications**

* Valid Idaho Driver’s License
* Member of Idaho American Planners Association

Applicants will be considered for level commensurate with experience and education.

Submit completed application and resume to Elmore County Human Resources, 155 S. 5th East, Mountain Home, ID or email to HR@elmorecounty.org.   **Ad closes** **5:00 p.m., Friday, July 30th, 2021.**

***Elmore County is an Equal Opportunity Employer. We actively promote a drug-free workplace.***