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|  | ***BONNER COUNTY***  ***HUMAN RESOURCES***  1500 Highway 2, Suite 337, Sandpoint, Idaho 83864  Telephone: (208) 265-1456  Fax: (208) 265-1457 |

**TO:** All Employees

**FROM:** Human Resources Department

**DATE:** January 25, 2022

**SUBJECT:** JOB ANNOUNCEMENT POSITION

**Position: Hearing Coordinator**

**Department: Planning**

**Starting Pay:** $20.67 DOE

**Closing Date: Until Filled**

**Position Summary:**

Work performed involves a high degree of complexity where critical, independent judgment is required. Works independently with minimal supervision under the general direction of the Assistant Planning Director. Work involves extensive coordination and facilitation of land use planning-related public hearings and special meetings of the Planning & Zoning Commissions, the Board of County Commissioners, and the Hearing Examiner. The Hearing Coordinator communicates heavily with others inside the Planning Department and regularly with elected county officials, Planning and Zoning Commissioners, and other departments throughout the county. Work has significant, distinct impact on the operations of the Planning Department with noticeable impact on the County in its relations with the public and with the need to produce error-free documents. Work is typically performed in an office environment with considerable stress due to critical deadlines. Position does not typically require travel outside the local area, but does involves travel to attend training or public meetings.

**Specifications:**

* Sufficient combination of knowledge, skills, and abilities to competently perform the essential functions of the job. Bachelor’s degree in relatable field or a combination of education and experience may be substituted for the bachelor’s degree.
* Three years administrative experience required with previous experience in land use planning office or closely related office (surveying and engineering office, for example) preferred.
* Working knowledge of planning and zoning terminology and procedures preferred at time of hire but may be learned during first year of employment.

**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.