



CITY OF BELLEVUE, IDAHO

JOB DESCRIPTION

Title:	Planner
Department:	Community Development
Supervisor:	Community Development Director
FLSA: Status:	Non-Exempt
Employee Classification:	Full-Time
Pay Range:	\$46,000 - \$56,500

GENERAL PURPOSE

Under general supervision and training of the Community Development Director, the Planner will serve as a guide to planning and building permit applicants, communicate with the public on planning issues, collaborate across departments and with regional partners, assist in the development of long-range plans and policies, find creative solutions to large and small challenges, and consistently and compassionately enforce City ordinances.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Planning and Zoning:

- Educates and assists the general public, property owners, realtors, contractors, developers, engineers, and architects in regard to city planning and zoning matters, and application of relevant codes; interfaces and assists applicants in the process of submitting and managing land use entitlements.
- Reviews applications for routine land use applications including conditional use permits, design review, and subdivisions for compliance with city regulations. Maintains orderly records on assigned projects and development activities.
- Analyzes and compiles data and maps to inform decision making on land use and planning issues.
- Ensures compliance with legal requirements of the Idaho Open Meeting Law, Local Land Use Planning Act, and other state and local ordinances.
- Prepares reports and makes recommendations on development applications to the Planning and Zoning Commission and Common Council meetings.
- Assists with Comprehensive Plan updates; researches and prepares code revisions and/or proposed new code as directed on a variety of topics related to planning, zoning, and subdivisions.
- Provides information to elected and appointed officials, e.g., Common Council and Planning and Zoning Commission, as requested in matters relating to planning and development; coordinates development proposals with other City staff to inform or receive appropriate development standards.

- Receives and investigates citizen complaints regarding zoning violations and coordinates with the Marshal's office and City Attorney on enforcement.
- Administers fees and collections for planning and zoning applications.
- Represents the City and its interests in dealing directly with public and private agencies and organizations, news media and citizens.
- Answers the telephone, replies to daily emails, and interacts with the public.
- Attends Common Council and Planning and Zoning Commission Meetings when required.
- Performs other related duties as assigned.

Building and Permitting

- Responds to and assists the general public, property owners, contractors, developers, regarding building permits and the building processes.
- Analyses building permits for compliance with applicable zoning code, floodplain management, and previously approved entitlements.
- Administers building permit applications, fees, and collections and transmits applications to the Building Official.
- Reviews and issues administrative permits (i.e., sign permits, fence permits, encroachment permits, sewer and water service permits, and a variety of other permits) as assigned by the Community Development Director in collaboration with other departments.
- Maintains records, e.g., applications, permits, inspection reports, etc.
- Assembles data and reports for internal and external use.
- Addresses building and zoning code violations and provides instructions to remedy the violations in conjunction with the City's Building Official.
- Attends Common Council and Planning and Zoning Commission Meetings as required.
- Performs other related duties as assigned.

Other

- Assists in the preparation of grant applications and post-award administration.
- Supports the preparation of community events.

MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from a four-year college or university with a bachelor's degree in planning, political science, geography or closely related field. *OR*
- Graduation from a technical program and/or high school and two (2) years of experience in planning and zoning, government relations, or equivalent combination of education and experience.

Special Requirements

- Must have a valid Idaho Driver License

Necessary Knowledge, Skills and Abilities

- Knowledge and/or ability to learn to interpret City ordinance regulations and communicate to the public.

- Knowledge and/or the ability to learn and perform Community Development practices, local government operations and structures, map reading, and principals of public relations.
- Knowledge of Microsoft Word, PowerPoint, and Excel, and other analytical and communications software programs.
- Ability to prepare effective documents for elected or appointed officials and other public individuals or agencies.
- Disseminate and coordinate correct and useful information to the public, affecting decisions concerning the development of the City.
- Ability to communicate relevant information to the public regarding City ordinances, procedures and development standards; ability to communicate effectively verbally and in writing, ability to communicate effectively in person and over the phone with City employees, citizens, property owners, realtors, developers, and contractors; and ability to furnish and obtain information.
- Ability to prepare for and make public presentations at City Council and Planning Commission meetings.
- Ability to provide excellent customer service to all individuals.

TOOLS AND EQUIPMENT USED

- Personal computer including word processing, spreadsheets and PDF software; phone; copier, and other equipment pertaining to this position.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee must have the ability to express or exchange ideas and information by means of the spoken word to impart oral information to the general public, property owners, realtors, contractors, developers, engineers, architects, etc.
- The employee must have the ability to hear, understand, and distinguish speech: one-on-one (in person), in groups and/or meetings (in person), and with telephone and/or audio technology (e.g., Zoom).
- While performing the duties of this job, the employee is occasionally required to walk, drive, and ride a bicycle.
- While performing the duties of this job the employee must be able to occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the working environment is usually quiet.
- Work may occasionally include site visits, which may include noise, uneven footing, inclement weather, and similar work conditions.

EQUAL OPPORTUNITY EMPLOYER:

The City of Bellevue is an equal opportunity employer committed to diversity and inclusion in the workplace. We encourage all qualified individuals to apply, regardless of race, ethnicity, gender, sexual orientation, age, disability, or any other characteristic protected by applicable law.