



## City of Ponderay

208-265-5468 • Fax: 208-265-4357

288 Fourth Street • P.O. Box 500

Ponderay, ID 83852

[www.cityofponderay.org](http://www.cityofponderay.org)

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## Job Announcement Assistant Planner City of Ponderay, ID

**Position type:** Permanent, Full Time Position

**Rate of Pay:** \$28-\$31 per hour depending on experience

**Benefits:** Persi Retirement, Medical, Dental, Vision and Life Insurance, Life Flight, Paid Federal Holidays, Vacation Time, Sick Pay and 3 personal days per year.

**Work Schedule:** Work schedule includes a 40 hour work week, along with regular evening meetings for the Planning Commission (One scheduled meeting per month) and occasional City Council (Two scheduled meetings per month).

**Closing Date:** Until Filled

Interested candidates are encouraged to submit a cover letter, resume and summary of representative work history to the Ponderay by mail, in person or by email. Those chosen for interview will be contacted by the City.

City of Ponderay  
ATTN: KayLeigh Miller, Planning Director  
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288 Fourth Street  
Ponderay, ID 83852

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## Job Description

### **General Statement of Duties:**

The position of Assistant Planner is an entry-level professional planning position. It is distinguished from the Planning Technician position because it involves professional-level duties and judgment, and fewer routine administrative tasks. This position level receives regular supervision from the planning director. The position communicates directly and clearly with the public, co-workers, consultants, agencies, elected, and appointed officials. The Assistant Planner will serve as a

resource for the Mayor, Clerk, City Council and Planning Commission on matters relating to planning and development. The Assistant Planner's work is performed under the direct supervision of the Planning Director. The principal duties are performed in an office environment while local travel including outdoor inspections, neighborhood outreach, site visits and project reviews may expose the employee to adverse weather conditions. Local and regional travel may be required for meetings and training. Occasionally national conferences and continuing education demanding extended travel may be required for up to a week at a time.

**Customer Service and Front Counter:**

- Responsible for assisting citizens with land use, building permit questions and code compliance in person and on the phone.
- Responds to requests by the public for information.

**General Duties:**

- Develops or assists in developing planning studies and reports in support of new and updated plans, programs and regulations.
- Reviews or assists in the review of moderately difficult development proposals and site plans for conformance with codes, plans, and regulations.
- Prepares and presents detailed reports on development proposals to government bodies.
- Collects a variety of statistical data and prepare reports and maps on topics such as census information, land use, tax base data, and occupancy rates.
- Evaluates or assists in the evaluation of rezonings, ordinance amendments, site plans, special use permits, variances and other proposals.
- Acts as liaison between community groups, government agencies, developers and elected officials in developing neighborhood plans.
- Coordinates community and agency review of public and private development projects
- Provides information to the public regarding development regulations.
- Assists in resolving citizen and customer issues.
- Conducts field evaluations and assessments.
- Required attendance to regularly scheduled Planning commission and City Council meetings.
- Attends occasional City hosted weekend events

**Miscellaneous Duties:**

- Assists other staff with assignments and duties as necessary.
- Performs administrative and general office duties as required.
- Provides support and general customer service to the community.

**Required knowledge, skills, and abilities:**

- Excellent customer service skills
- Knowledge of the principles and practices of planning

- Knowledge of principles and practices of research and data collection
- Knowledge of effective writing techniques
- Knowledge of economics, municipal finance and public policy as applied to municipal and regional planning.
- Knowledge of federal, State and Local planning law and policy.
- Basic Statistical, algebraic, and geometric knowledge and ability to apply such knowledge in practical situations.
- Knowledge of computer hardware and software programs, which may include Microsoft Office, Internet applications, social networking, and GIS.
- Knowledge of the functions and organization of municipal government and of the workings of the City Council and Planning Commission.
- Ability to write clear and concise reports and letters.
- Ability to read, interpret, and apply rules and regulations.
- Ability to perform responsible work with independent discretion.
- Ability to establish and maintain satisfactory working relationships with city staff.
- Ability to exercise courteous professional judgment.
- Displays the highest of ethical standards in maintaining the public's confidence and strives for the inclusion of the public, and staff.

**Job standards (acceptable experience, training, and education):**

- Graduation from high school or GED equivalent.
- A bachelor's degree in urban planning, geography, architecture, public policy, engineering, natural resources or related area of study; or a combination of education and experience sufficient to demonstrate a commensurate level of proficiency.
- A minimum of one (1) year of related experience, or equivalent combination of related education, training and experience that provides the required knowledge, skills, and ability.
- Any equivalent combination of the above experience, education, and training which provides the knowledge, skills and abilities required for this position and satisfies the job standards at the discretion of the Planning Director, Mayor, and Council.
- Ability to obtain a notary commission from the State of Idaho.

**Tools and equipment used:**

Desktop computer, miscellaneous software (Microsoft, Microfiche, telephone, copy machine, scanners, scale, field equipment (measuring wheel, tape measures, etc.) and all other equipment required to perform the duties and responsibilities of 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 duties and responsibilities of this position.

While performing the duties of this job, the employee is frequently required to sit or stand, talk, or

listen for extended periods of time. The employee is occasionally required to use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus. Occasional heavy lifting or maneuvering of heavy objects may be requested.

**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.

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The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.