



**Class Title: Planning Administrator**  
**FLSA Designation: EXEMPT**

**Pay Grade: 11**  
**Established: 05/2016**

### **Class Summary/Primary Function**

The principal function of an employee in this class is to direct and manage the Planning Department. Primary duties include providing professional planning expertise, advice and recommendations to the Board of County Commissioners (Board) and the Planning and Zoning Commission (Commission); providing leadership and articulating long-range goals and direction for the department; preparing long-range plans and ordinance amendments; supervising land use permits and land divisions processing; supervising and processing zoning changes and follow-up; prepare other plans, reports, and special studies; managing staff and related personnel functions; and coordinating with County departments and other local, state and federal agencies. This position is responsible for developing and managing planning and research projects. The Planning Administrator must possess management, planning and public relations skills. The position directly supervises Department staff and prepares, monitors and administers the Department budget. The work is performed under the general supervision of the Board. The principal duties of this class are performed in a general office environment with field work involving inspections and site visits. This job will require attendance at frequent evening meetings.

### **Essential Duties and Responsibilities**

#### *General Duties:*

- Establishes and implements goals, objectives, policies, procedures and priorities for the Department;
- Develops, manages, and monitors budget and fiscal activity to assure compliance with established cost and spending limitations;
- Administers departmental personnel issues including hiring, training, managing, supervising, conducting performance evaluations, effectively addressing performance concerns, documenting personnel actions, and reviewing salary issues;
- Coordinates with departments and agencies to coordinate functions;
- Prepares, submits and monitors annual expense/revenue budgets; seeks, obtains and administers grants and alternative funding;
- Administers proper maintenance of records relating to all departmental activities;
- Establishes tracking procedures to ensure compliance with all land use regulations and conditions of approval;
- Coordinates research and applications for grants and other financial applications; administers awarded grants and submits accurate and timely reports as required;
- Coordinates and conducts planning projects;
- Prepares long-range plans and ordinance amendments, including periodic updates of the County's Land Use Code and Comprehensive Plan, as well as the Capital Improvements Plan (impact fees), Master Recreation Plan, etc.;
- Attends planning-related meetings, hearings, conferences and training sessions; participates in professional planning organizations; ensures and enables co-workers to do the same;
- Performs time management and scheduling functions, sets and meets deadlines, and sets project priorities;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Interfaces with the public in one-on-one, small group and large group situations;
- Makes public presentations about projects or activities from the Department;
- Provides information to the media about Department activities;
- Ensures adequate communication between members of the Department, between Administrator and co-workers and between Department and the Board and Commission;

- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.
- Regularly reviews publications, memos and/or directives and regularly attends trainings to become and remain current on the principles, practices and new developments related to planning and land use;
- Responds to requests from public officials; makes presentations to various groups; writes press releases;
- Performs other related duties as required.

*Planning Specific Duties (Meetings, Permitting, etc.)*

- Explains and interprets the County's land use plans, maps, regulations and related Idaho statutes; reviews and develops updates;
- Facilitates the preparation and coordination of agendas, notices, and minutes for the Planning and Zoning Commission Public Hearings, Public Meetings, and Work Sessions;
- Attends Planning & Zoning Commission meetings: provides accurate and current findings of fact documentation and staff reports; provides advice and recommendations to the Commission;
- Facilitates the preparation and coordination of agendas, notices, and minutes for the Board of County Commissioners Public Hearings, Public Meetings, and Work Sessions related to planning;
- Attends Board of County Commissioners meetings: provides accurate and current findings of fact documentation and staff reports; provides advice and recommendations to the Board;
- Communicates pertinent Board and Commission decisions to appropriate staff, consultants or affected parties;
- Ensures that all planning related activities of the Board and Commission comply with all pertinent regulations;
- Facilitates the processing of land divisions and all other land use applications processed by the Department;
- Facilitates the processing of zoning changes and follow-up;
- Provides technical review of land use applications and meets with applicants, other agencies, commissioners and others regarding compliance;
- Administers fees and financial securities related to land use applications and implementation;
- Facilitates final review of building permits for compliance with planning & zoning codes
- Conducts inspections and site visits related to land use applications;

*Floodplain Management Duties*

- Acts as floodplain administrator to ensure appropriate administration of FEMA regulations;
- Prepares ordinance amendments to ensure compliance with FEMA regulations;
- Review and process floodplain development permits;
- Conduct inspections, site visits, and makes site determinations as necessary;
- Ensure development in the Special Flood Hazard Area complies with all applicable regulations;
- Works with other County departments and agencies, including Public Works and Emergency Management, to ensure compliance with FEMA regulations;
- Works with the State NFIP Coordinator and FEMA;
- Attends floodplain-related meetings, conferences, and training sessions; participates in professional floodplain organizations;
- Administers proper maintenance of records related to Floodplain Management, including Floodplain Development Permits, Elevation Certificates, FIRMs, and the FIS;

*Code Enforcement Duties*

- Works with County prosecutor's office to ensure that code violations are properly documented and that proper code enforcement protocol is met;
- Assists code enforcement personnel as needed to investigate or respond to complaints of code or permit violations;
- Conducts inspections and site visits related to code violations, as needed;
- Ensures investigation response to all complaints of code or permit violations and coordinates corrective action as necessary;

## **Competency Requirements:**

Knowledge of:

- Principles and practices of planning, zoning and community development;
- Local government operations, policies, procedures, departmental relationships and politics;
- Planning, research, writing and presentation skills;
- Floodplain management principles and flood damage prevention measures including National Flood Insurance Program regulations;
- Financial management, including budget development, business plan development, grant acquisition and administration;
- Effective public presentation and public relations skills;
- Effective conflict resolution and consensus building skills;
- Operation of standard office equipment, including a personal computer and job-related software applications, including but not limited to GIS, Microsoft Office, and Adobe InDesign;
- Principles and practices of effective management, supervision and leadership;
- English grammar, spelling, punctuation, and composition.

Ability to:

- Read, interpret, explain and apply laws, resolutions, ordinances, codes, and contracts related to the functions of the Department;
- Interpret and clearly explain County planning functions, policies, and procedures;
- Prepare, review, and maintain files, records, reports, databases, and correspondence, determining content and follow-up, if required;
- Represent the County and negotiate outcomes desirable to the County;
- Maintain detailed and accurate computerized and hard copy files;
- Communicate effectively, both orally and in writing;
- Deal with all parties in all situations in a forthright, diplomatic and confidential manner;
- Maintain effective working relationships with other County employees, supervisory personnel, state and local elected officials and the public;
- Prepare accurate and reliable reports, presentations and regulatory documents;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Develop creative and effective resolutions to simple and complex problems;
- Determine priorities and make work assignments; follow-up to ensure desired results; and document actions;
- Work independently and handle a variety of public interactions or situations with tact and diplomacy;
- Read, interpret and apply laws, resolutions, ordinances, codes, and contracts;
- Respond courteously to customer inquiries, which are sometimes controversial or adversarial;
- Maintain a professional demeanor during stressful situations;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform all work duties and activities in accordance with County policies, procedures and safety practices.

## **Minimum Experience and Training**

- Bachelor's degree in Urban or Regional Planning or closely related field and four (4) years of progressively responsible experience in local government planning or related field; or
- Master's degree in Urban or Regional Planning or closely related field and two (2) years of progressively responsible experience in local government planning or related field; and
- Two (2) years of management or supervisory experience in a planning-related environment; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the duties of this job.

## **Specialized Licenses or Certifications**

- American Institute of Certified Planners (AICP) certification highly preferred;
- ASFPM Certified Floodplain Manager certification preferred, or ability to obtain within one (1) year.
- Valid Idaho Driver's License, or ability to obtain.

## **Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to understand verbal instructions and to communicate effectively on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, prepare and review documents and process them in a prescribed order, organize and maintain accurate files;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment and a motor vehicle;
- Sufficient personal mobility, flexibility, and balance, with or without reasonable accommodation, which permits the employee to lift or move objects that weigh up to 30 lbs. and to work in an office environment.
- Jobs in this class require performing repetitive hand movement in gripping, fingering, and hand/wrist/arm movements. Related job tasks may require walking, standing, sitting, lifting, stooping, squatting, kneeling, bending, crouching, pushing, grasping, and reaching.