



## CITY OF POCATELLO CLASSIFICATION SPECIFICATION

### ***Associate Planner***

Department: Planning & Development Services    Reports to: PD & S Director    Pay Grade: H13  
Date Established: 3/2014    Date Revised: 5/2017    FLSA Status: Exempt

#### **CLASSIFICATION SUMMARY**

The Associate Planner performs duties in the Planning and Development Services Department administering the City zoning, planning, and land use ordinances. The job processes land use, development, and zoning applications, reviews building permits and subdivision applications, and performs long range land use planning, and prepares ordinance updates and amendments.

The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public.

The work environment is a Department office environment. Occasional field work to examine sites is required. The noise level is generally moderate. The job requires attendance at evening meetings.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)***

Answers inquiries and provides information to the public on City land use, planning, development, and zoning ordinances.

Reviews and processes land use, development, and zoning applications, including preparing and presenting reports and recommendations.

Reviews and processes development applications and site plans for subdivisions, residential, *industrial* and commercial developments.

Reviews and analyzes City comprehensive plan, development, land use maps, and zoning ordinances and makes recommendations for amendments and prepares updates.

Prepares and presents applications, analyses, and reports to Planning Commission and City Council.

Performs research, review, and analysis for special projects, as assigned.

Stays current on federal, state, and other applicable laws, statues, and codes governing land use, planning, zoning, and related issues. Confers with City legal department on recommended changes and prepares updates.

Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

#### **CLASSIFICATION REQUIREMENTS:**

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

**Knowledge of:**

- Basic principles, methods, techniques, and objectives of land use planning, zoning, subdivisions, land use maps, and development;
- City comprehensive plan, development, planning, and zoning ordinances;
- Department policies and procedures;
- City, state, and other applicable codes, statutes, and regulations on land use planning;
- City, state, and other applicable codes, statutes, and regulations on public hearings for land use, planning, and zoning issues;
- General geography, layout, and topography of the City;
- Operation of basic office equipment including a personal computer and job-related software applications.

**Skill and Ability to:**

- Answer inquiries and provide information to the public on City planning and zoning ordinances and regulations, including occasionally dealing with persons who may be hostile, angry, or frustrated;
- Review and process land use, development, and zoning applications, including preparing and presenting reports and recommendations;
- Review and process development applications and site plans for subdivisions and, residential, industrial and commercial developments;
- Review and analyze City comprehensive plan, development, land use, and zoning ordinances and make recommendations for amendments and prepare updates;
- Prepare and present applications, analyses, and reports to Planning Commission and City Council;
- Perform research, review, and analysis for special projects, as assigned;
- Review, comprehend, and stay current on federal, state, and other applicable laws, statutes, and codes governing land use, planning, zoning, and related issues;
- Maintain files, records, documents, and logs;
- Prepare periodic written and oral presentations and reports, including recommendations, findings of fact, and conclusions;
- Demonstrate strong customer service principles including issue resolution;
- Maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, and the public;
- Communicate effectively in the English language, written and verbal, at a level necessary for efficient job performance;
- Possess strong code writing and interpretation skills;
- Work well independently with minimal supervision;
- Complete assignments in a timely fashion; understand and comply with all applicable rules, policies and regulations;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

**ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS**

- Bachelor's Degree in land use planning or a related field is required;
- Idaho Driver's License is required;
- Three (3) to five (5) years' experience is preferred.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

**PHYSICAL REQUIREMENTS**

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, use hands to handle materials, manipulate tools, keyboard and type, reach with hands and arms, and operate job-related equipment and a motor vehicle. The employee must occasionally lift and/or move up

to 25 pounds with assistance. Sufficient visual acuity and hearing capacity to perform the essential functions and interact with the public is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.