



# CITY OF POCATELLO CLASSIFICATION SPECIFICATION

## ***Assistant Planner***

Department: Planning & Development Services    Reports to: PD & S Director    Pay Grade H11  
Date Established: 3/2014    Date Revised: 4/2017    FLSA Status: Exempt

### **CLASSIFICATION SUMMARY**

The Assistant Planner performs professional land use planning duties for the City.

The job includes significant public contact work in answering questions and providing information to the public on City planning and zoning ordinances and regulations. The job conducts site reviews, site analysis and prepares and presents numerous reports. The job serves as staff liaison to Historic Preservation Commission and other community groups and organizations.

The job requires a Bachelor's Degree in Planning.

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. 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 planning and zoning ordinances and regulations. Reviews and processes variance applications and conditional use permits for property less than 1.5 acres, performing site reviews, site analysis, and preparing and presenting reports to the Hearing Examiner.

Reviews zoning requirements and approves/denies day care license applications, home occupation license applications, and boarding house license applications.

Reviews and issues sign permits. Reviews and processes sign exception applications, performing site reviews, site analysis, and preparing and presenting reports to the Hearing Examiner.

Reviews and processes applications for historic Certificate of Appropriateness, performing site reviews, site and area analysis, and preparing and presenting reports to the Historic Preservation Commission.

Reviews City alcoholic beverage license applications.

Schedules applications for public hearings on conditional use permit, variance, sign exception, property vacation, subdivision, annexation, rezone, land use, and related issues.

Researches, takes input, and makes recommendations on updates to the City sign code, zoning ordinance and comprehensive plan.

Staff liaison to Historic Preservation Commission and other community groups and organizations, as needed.

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:**

- City planning and zoning ordinances, regulations, and codes;
- Department policies and procedures;
- 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;
- Review and issue sign permits;
- Review and process sign exception applications, performing site reviews, site analysis, and preparing and presenting reports to the Hearing Examiner;
- Review and process conditional use permits for property less than 1.5 acres, performing site reviews, site analysis, and preparing and presenting reports to the Hearing Examiner;
- Review and process variance applications, performing site reviews, site analysis, and preparing and presenting reports to the Hearing Examiner;
- Review zoning requirements and approve or deny day care license applications, home occupation license applications, and boarding house license applications;
- Review and process applications for historic Certificate of Appropriateness, performing site reviews, site and area analysis, and preparing and presenting reports to the Historic Preservation Commission;
- Review City alcoholic beverage license applications;
- Schedule applications for public hearings on conditional use permit, variance, sign exception, property vacation, subdivision, annexation, rezone, land use, and related issues;
- Maintain records, documents, and logs and prepare periodic reports;
- Demonstrate strong customer service principles including issue resolution;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Complete assignments in a timely fashion; understand and comply with all 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;
- One (1) to two (2) years' experience in land use planning 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. 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.