CITY OF BOISE invites applications for the position of:

Associate Subdivision/Current Planner

SALARY: $55,500.00 - $62,500.00 Annually

OPENING DATE: 11/09/20

CLOSING DATE: 11/23/20 05:00 PM

SUMMARY STATEMENT:

Attention planning professionals! The City of Boise is currently recruiting for an Associate Current Planner! In this position, you will perform professional level planning work involving research, analysis, and technical assistance on major projects. You will serve as a technical specialist in matters pertaining to the implementation of the Local Land Use Planning Act, Idaho, and Boise City Codes. This position will require you to work with citizens, Council appointed boards and commissions, neighborhood and civic organizations, governmental agencies, and other city departments.

If this sounds like a career for you! Don’t wait! Please submit your resume and cover letter with your completed application.

ESSENTIAL FUNCTIONS:

Receives, reviews and processes applications for zone changes, site and design variances, subdivisions, partitions, lot line adjustments, minor land divisions, conditional uses, planned unit developments, and appeals. Reviews development applications for completeness and ensures all required information has been provided. Reads and interprets regulatory policies, codes, and guidelines. Reviews engineering plans and writes detailed technical analysis with regard to site planning and adherence to the Boise City Comprehensive Plan. Conducts research regarding site locations, subdivision plat notes, property easements, and zoning codes. Acts as a liaison to the associated agencies that may be impacted by a development application. Reviews legal documents such as common wall agreements, cross access agreements, shared parking agreements, etc. Ensures all public hearings are published through official public notice postings. Uploads electronic documents, organizes and maintains files. Conducts presentations on current planning process and property rights to various groups such as staff, neighborhood associations, elected officials, and professional groups. Prepares detailed reports to the Planning and Zoning Commission for review at public hearings. Presents applications at Planning and Zoning and City Council public hearings.

(50%)

Provides construction plan reviews and conducts inspections for final occupancy to ensure that all of the required conditions of approval have been met. Reviews and releases construction bonds for completion of work. (20%)

Performs Geographic Area Planning (GAP). Acts as a liaison between the City and assigned Neighborhood Association by attending meetings, fielding questions and concerns, and being available for special events. Provides support to the Boise City Police Officer representing the assigned Neighborhood Associations, and obtains specialized knowledge of the assigned area. (10%)

Serves on, or leads planning related advisory committees on City initiated projects. Drafts
municipal code. Assists other planning divisions with special projects such as code re-writes, comprehensive plan updates, ADA County development applications, etc. Provides comments, clarifications, and recommendations on other agency plans, policies, codes. (10%)

Assists the front desk planner by answering telephone calls, inquiries from the public, assisting walk in customers with questions, interpreting zoning regulations, City Code processes and procedures, approving walk in building permits, etc. Conducts general parcel research through the archived city records, GIS system, subdivision plats and assessor's records. Compiles public information requests. Ensures all information is available to the public. (10%)

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. Total Percentage = 100%

**REQUIREMENTS:**

**Required Knowledge, Experience, And Training**
Requires education and/or experience to attain the following:

Must have a Bachelor's degree in City or Urban Planning, Geography, Architecture, Public Administration, or a closely related field and three years professional level experience in urban planning, urban design, architecture, or similar field.

Intermediate knowledge of principles and practices of planning as they pertain to the design and development of urban and regional areas; principles, standards, practices and information sources of subdivision ordinances, zoning ordinances and comprehensive plans; laws, codes and other regulations pertinent to subdividing, planning, zoning and community development; planning research, zoning and community renewal activities; pertinent ordinances, codes and regulations; current literature and developments in planning; methods used in developing information for general plan modifications; application of land use, physical design, economic, environmental, and/or social concepts to the planning process; source and availability of planning information, including demographic and economic data, environmental determinants of land use, land development trends and legal requirements; research methodology as applied to the collection and analysis of planning data.; terminology, symbols, methods, techniques and instruments used in planning.

Working knowledge of research techniques and report writing; computer operations including word processing, spreadsheets, database and related software applications.

Ability to analyze planning issues related to the entitlement process, subdivision of land, and site planning; interpreting policies and developing operating guidance related to urban planning laws, regulations, executive orders, and other technical material; provide customer service assistance and formal recommendations relating to urban planning policies, procedures, guidelines and/or regulations; plan and implement new initiatives and promote technological advances relating to Urban Planning; work independently in the preparation of plans and special studies; organize and make oral presentations in public situations; prepare extensive written reports that are easily understood; read and interpret plans and blueprints; display an attitude of cooperation and work harmoniously with all levels of City employees, the general public and other organizations; 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; maintain regular attendance; perform all essential and marginal functions as assigned by an authorized employee, supervisor and/or manager with or without a reasonable accommodation.

Individuals must be capable of operating vehicles safely and have an acceptable driving record.

**Preferred Knowledge, Experience, And Training**
Master's degree in Planning, Geography, Architecture, City or Urban Planning, or a closely related field, and four years experience in architecture, professional planning, urban design, or similar field. Experience in public sector. Certification from American Institute of Certified Planners (AICP).
**Licensing And Other Requirements**  
Valid driver's license.

**Special Requirements**  
All applicants must be able to successfully pass City of Boise background check processes which include reference checks and criminal history checks.

Applicants must be able to pass, or have:
- Driving Record Check
- Education Verification

**WORKING CONDITIONS:**

The physical effort characteristics and working environment 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.

**Physical Efforts**  
While performing the duties of this job the employee is frequently lifting/carrying up to 10 lbs and rarely lifting/carrying up to 20 lbs. Also the employee is frequently pushing/pulling up to 10 lbs and occasionally pushing/pulling up to 20 lbs. The noise level is occasionally moderate. Work includes sensory ability to talk and hear. Work in this position also includes close vision, distance vision and depth perception. Employees will sit, stand, walk, reach and grasp. Position requires hand/finger dexterity.

**Working Environment**  
The work environment will include inside conditions and outdoor weather conditions. Employees will also drive a vehicle as part of this position. This position works: scheduled hours after work and occasional weekends to attend meetings and public hearings.

APPLICATIONS MAY BE FILED ONLINE AT:  
http://www.cityofboise.org

Job Posting #05238  
ASSOCIATE SUBDIVISION/CURRENT PLANNER  
AP