

CITY OF PRIEST RIVER JOB DESCRIPTION

PLANNING & ZONING ADMINISTRATOR ADMINISTRATION

GENERAL STATEMENT OF DUTIES

Under general supervision of the Mayor, performs general duties, which include planning and assisting in the execution of the City of Priest River's development planning efforts in collaboration with other city departments, regional partners, and community stakeholders. Performs specialized, complex and administrative duties requiring the exercise of independent judgment. Conducts planning activities which include planning support for information dissemination, site plans, subdivisions, conditional uses, code development, zoning ordinance review, interpretation and general enforcement of Priest River's Municipal Code. Oversees the building and permitting process and issuance of permits.

ESSENTIAL DUTIES AND RESPONSIBILITIES

PLANNING & ZONING

- Responds to and assists the general public, property owners, realtors, contractors, developers, engineers, and architects in regard to city planning and zoning matters, and application of relevant codes; interfaces and assists applicants in the processing of all planning and zoning applications.
- Reviews planning and zoning applications, site plans, construction plans and drawings for compliance with City Regulations. Maintains accurate records on projects and development activities.
- Participates in activities involving the correlation and assembly of information, e.g., submitted documents, charts, maps and visual aids.
- Ensures compliance with legal time constraints and conditions regarding notification and publishing requirements for public meetings.
- Prepares reports, makes recommendations on approval, denial or modification of applications for agenda items for City Council meetings. Participates in City Council meetings and plan review meetings.
- Assists with Comprehensive Plan updates as amendments occur; researches and prepares code revisions and/or proposed new code as directed on a variety of topics related to planning, zoning, and subdivisions; research plats and records to determine ownership of property.
- Provides information to elected and appointed officials as requested in matters relating to planning and development; coordinates development proposals with other City staff to inform or receive appropriate development standards.
- Assists with maintaining and updating the City's Zoning Ordinance; receives citizen complaints regarding zoning violations.
- Calculate fees for planning and zoning applications.

- Ensures all additional fees e.g., engineering, consultant review fees, legal, mailing, and publication costs are submitted to the City Clerk for reimbursement by the applicant.
- Represents the city and its interests in dealing directly with public and private agencies and organizations, news media and citizens.
- Answers the telephone, replies to daily emails, and interacts with the public.
- Must attend City Council meetings.
- Performs other related duties as assigned.

BUILDING AND PERMITTING

- Responds to and assists the general public, property owners, contractors, and developers regarding building permits and the building processes.
- Analyzes building permits for compliance with city code, floodplain management, and adopted design review and subdivision plans.
- Reviews building permit applications and submits applications to the Building Official for processing.
- Reviews, creates, and calculates city permits (i.e., sign permits, fence permits, and a variety of other permits).
- Maintains records, e.g., applications, permits, inspection reports, etc.
- Collaboration with other agencies, e.g., Federal Emergency Management Agency, State of Idaho, Department of Building Safety, the Building Official, Bonner County, Idaho.
- Addresses building code violations and provides instructions to remedy the violations in conjunction with the City's Building Official.
- Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge and/or ability to interpret City ordinance regulations to provide public information needs. Knowledge and/or the ability to learn and perform Community Development practices, local government operations and structures, map reading, and principals of public relations.
- Knowledge of Microsoft Word, PowerPoint and Excel.
- Ability to prepare proper documents for elected or appointed officials and other public individuals or agencies.
- Disseminate and coordinate correct information to the public, affecting decisions concerning the development of the City.
- Ability to communicate relevant information to the public regarding City ordinance, procedures and development standards; ability to communicate effectively verbally and in writing, ability to communicate effectively in person and over the phone with City employees, citizens, property owners, realtors, developers, and contractors; and ability to furnish and obtain information.
- Ability to prepare for and make public presentations at City Council meetings.
- Ability to collaborate effectively with upset customers in maintaining and improving the City's public image.

ACCEPTABLE EXPERIENCE AND TRAINING

- Graduation from an accredited university with a bachelor's degree in planning, political science, geography or a closely related field and one (1) year of experience in planning and zoning, government relations, or equivalent combination of education. **OR**
- Graduation from an accredited university with an associate degree in planning, political science, geography or closely related field and three (3) years of experience in planning and zoning, government relations, or equivalent combination of education and experience. **OR**
- Graduation from a technical program and/or high school and five (5) years of experience in planning and zoning, government relations, or equivalent combination of education and experience.

ESSENTIAL PHYSICAL ABILITIES

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 essential functions.

- The employee must have the ability to express or exchange ideas and information by means of the spoken word to impart oral information to the general public, property owners, realtors, contractors, developers, engineers, architects, etc.
- The employee must have the ability to hear, understand, and distinguish speech: one-on-one (in person), in groups and/or meetings (in person), and with telephone and/or audio technology (e.g., Zoom).
- While performing the duties of this job, the employee is occasionally required to walk.
- While performing the duties of this job the employee must be able to occasionally lift and/or move up to 25 pounds.

This position is FLSA exempt.

The City of Priest River is an equal opportunity employer.