



## Associate Planner

**FLSA Designation:** Nonexempt

**Pay Grade:** 8

This position assists with complex current and long-range planning efforts. The primary duties include assistance with coordinating current planning and land-use application, long range planning and comprehensive planning. This work is performed independently under the general direction of the Planning Administrator.

### Essential Functions

- Interprets and applies applicable state, county and local codes, ordinances and regulations;
- Initiates actions necessary to correct deficiencies or violations of regulations;
- Assists with updates and maintenance of Comprehensive Plan and land development regulations;
- Conducts review of various development applications including plats, permits, site plans, variance requests and rezoning;
  
- Conducts extensive research in specific or general project areas
- Writes and presents formal and technical reports, working papers, and correspondence;
- Identifies community problems, issues, and opportunities in particular neighborhoods that could be mitigated through better community planning;
- Develops long range plans for communities with common developmental issues;
- Develops strategies to promote economic and community development or efficient land use consistent with community goals;
  
- Recommends priorities, schedules, and funding sources to implement public improvements plan;
- Writes, or assists in writing, a variety of ordinances and regulations relating to development controls;
- Attends evening and weekend meetings;
- 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.

### Requirements

Knowledge of:

## Associate Planner

- Planning principles and practices;
- One or more planning specializations, such as land use planning/zoning, transportation planning, environmental planning, urban design, housing, historic preservation or economic development;
- Principles, methodology, practices of research and data collection;
- Effective writing techniques;
  
- Statistical, algebraic, or geometric knowledge and ability to apply such knowledge in practical situations;
- Computer programs and applications, which may include Microsoft Office, Internet applications, econometric or transportation modeling, and database management;
- GIS programs, Adobe software and applications.

### Ability to:

- Communicate effectively, both verbally and in writing;
- Employ creative problem-solving skills to gather relevant information to solve practical problems and address citizen inquiries and concerns;
- Review plans and apply provisions of the ordinances and codes to determine compliance with such regulations;
- Work on several projects or issues simultaneously;
- Work independently or in a team environment as needed;
- Attend to details while keeping big-picture goals in mind;
  
- Ability to facilitate in-person and virtual public participation activities.

### Acceptable Experience and Training

- Bachelor's degree in urban planning, architecture, public policy or related area of study and 1-2 years of relevant work experience; or
- Any equivalent combination of experience and training that provides the knowledge and abilities necessary to perform the duties of this job.

### Licenses and Other Requirements

- American Institute of Certified Planners (AICP) certification is preferred

### Working Conditions and Physical Efforts

- 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;

## Associate Planner

- 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;
- 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.

## **Job Announcement**

### **THIS IS TETON COUNTY**

Beautiful mountains, a close-knit community, and a workplace that cares individually about you are just a few of the advantages of forwarding your career at Teton County. In fact, our Vision is "Cultivating Community to Enrich Lives." So, if you would like to be part of a group of people who care about this Vision, and you want to positively impact a community and its people, please keep reading!

### **WHO WE ARE LOOKING FOR**

We are looking for an Associate Planner. The ideal candidate will have a Bachelor's in Urban Planning or related field. This position assists with complex current and long-range planning efforts.

Here are experiences and skills we are looking for:

- Bachelor's degree in urban planning, architecture, public policy or related area of study and 1-2 years of relevant work experience;
- American Institute of Certified Planners (AICP) certification is preferred;
- Any equivalent combination of experience and training that provides the knowledge and abilities necessary to perform the duties of this job.

### **THE OPPORTUNITY: Associate Planner**

Here are a few opportunities waiting for you:

- Interpret and apply applicable state, county and local codes, ordinances and regulations;
- Initiate actions necessary to correct deficiencies or violations of regulations;
- Assist with updates and maintenance of Comprehensive Plan and land development regulations;
- Conduct reviews of various development applications including plats, permits, site plans, variance requests and rezonings;
  
- Conduct extensive research in specific or general project areas
- Write and present formal and technical reports, working papers, and correspondence;
- Identify community problems, issues, and opportunities in particular neighborhoods that could be mitigated through better community planning;
- Develop long range plans for communities with common developmental issues;

- Provide customer service the Teton County way!

This position reports to the Planning Administrator.

### **THE REWARDS**

- A thriving workplace where what YOU do matters
- Professional growth and training
- Alternative work schedules that meet our citizens' needs and your lifestyle
- Idaho PERSI pension so you can enjoy retirement
- Robust health and dental insurance
- 13 days of Paid Time Off, 12 holidays, and sick leave days
- A pay range of \$ to \$ based on what you bring to the County
- Lots of potlucks, incredible mountain views, and a workday that is meaningful