

SHOSHONE COUNTY

Title: Administrator

Department: Planning & Zoning

GENERAL PURPOSE:

Performs advanced principal administrative and para-professional planning and zoning work, which includes all aspects of the administration of the planning, zoning, and building regulations for the County.

The work includes conducting major activities, special projects, and programs as directed. This position is responsible for updating and re-writing the comprehensive plan and developing land use code for all of unincorporated areas of Shoshone County, Idaho.

SUPERVISION RECEIVED:

Works under broad policy guidance and direction of the Board of County Commissioners and the Planning & Zoning Commission.

SUPERVISION EXERCISED:

Responsible for supervising and/or manage planning department staff such as Permit Technician I; and Permit Technician II, Code Compliance Official.

Coordinates management of Building Official and Building Inspector responsibilities.

EXAMPLES OF DUTIES:

Acts as a liaison between the Planning Commission and Board of County Commissioners and Federal, State, and local agencies and the public.

Reviews ordinances regularly to ensure compliance with State and Federal regulations and court decisions. Interprets said regulations and decisions; prepares ordinance amendments, as necessary for Planning & Zoning Commission and Board of County Commissioners consideration. Prepare legal notices, agendas, staff evaluations and maps for the Planning Commission and Board of County Commissioners' consideration, including the production of this material.

Conducts Planning Commission hearings; prepares the minutes of the hearings and schedules and attends Board hearings, when required coordinates development activity with other County department functions, as well as with Federal, State and Local agencies.

Oversees and/or performs reviews of development proposals, applications and permits for conformity with principles of good planning and land use practices, and compliance with development regulations; performs independent research, analysis, and formulation of development proposals. Functioning at the highest level, interprets development proposals, application materials, related information, and County ordinances in order to concisely prepare recommendations and reports; functioning at the highest level, makes public presentations on development proposals to the public, hearing bodies and Board of County Commissioners.

Confers with the public in matters pertaining to planning, zoning, building, floodplain, stormwater/erosion control and subdivision regulations within the unincorporated areas of Shoshone County.

Investigates alleged ordinance violations and determines the appropriate corrective measures.

Prepares annual budget request; authorizes budget expenditures.

This position must be capable of and may from time to time be required to fulfill all of the duties and responsibilities of other positions, including but not limited to Planner I, Planner II and Code Compliance Official positions.

Accomplishes other items and special projects deemed necessary by the Board of County Commissioners and/or Planning Commission.

MINIMUM QUALIFICATIONS:

1. Education and Experience:

A. Graduation from high school or equivalent

AND

B. Graduation from college with a bachelor's degree in Planning, Geography, Geology, Environmental Science, political science or another related field and

Three years of progressively responsible experience related to the administration of planning and zoning regulations.

OR

C. An equivalent combination of education and experience

2. **Required Knowledge, Skills and Abilities:**

An extensive knowledge in the application of principles, techniques, theory and methods of planning and zoning is necessary.

Must possess thorough knowledge of interpersonal and public communication skills.

Ability to interpret legislative documents and court decisions. Ability to maintain a high level of competency under extreme pressure.

Ability to effectively coordinate efforts among the various levels of involvement. Ability to clearly and concisely express ideas in written form.

Must be bondable.

3. **Special Qualifications:**

Competent ability to use a personal computer and associated peripherals, various software including Microsoft Office and Outlook, databases specific to the County, and Internet. Strong working knowledge of ArcView and ArcGIS software. Ability to use telephone, facsimile machine, copy machine, printers, scanning devices, calculator, and general office equipment; clinometers, engineer/architect scales, and cameras.

CERTIFICATES, LICENSES, AND REGISTRATIONS:

Must possess or have the ability to obtain a valid driver's license and be insurable.

Certification by the American Institute of Certified Planners (AICP); certification by the Association of State Floodplain Managers (CFM); certification by University of Idaho SEEP Program (Stormwater & Erosion Education Program) are strongly desired.

PHYSICAL DEMANDS OF WORK ENVIRONMENT:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and use hands to finger, handle, or feel; and is occasionally required to stand, walk, reach with hands and arms, climb or balance and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds with or without assistance, and with or without the aid of devices and/or equipment designed to assist in the lifting effort.

Specific vision abilities required by this job include close vision, distance vision and color vision.

The employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

OTHER QUALIFICATIONS:

Must successfully pass the County's pre-employment and subsequent drug testing.