

CITY OF KETCHUM
AN EQUAL OPPORTUNITY EMPLOYER
POSITION DESCRIPTION

Position Title: Associate Planner
Department: Planning and Building Department
Compensation Range: \$51,000 - \$65,000
Location: 480 East Avenue North, Ketchum
Last Updated: February 2021

GENERAL PURPOSE

The Ketchum Planning and Building Department operates as a dynamic and collaborative team and the Associate Planner plays a critical role in providing professional guidance and direction to all current planning projects. This position is primarily responsible for applications related to current planning within the City of Ketchum.

The Associate Planner is responsible for performing a variety of professional land use planning and community development duties of the city. The Associate Planner performs current development review, plan review of building permits, and day to day customer service, permit processing, and assisting in department operations. The position includes work in natural resource conservation, urban design, community sustainability, floodplain management and other functions of the department. Duties include handling cases through development review, preparing recommendations to the planning and zoning commission and the city council, making public presentations, organizing community outreach, and working with the public and development professionals. This position works closely with other city departments in coordinating development review and special project work. The position requires performing research and land use analysis and report preparation. The position requires strong code writing/interpretation skills and facilitation skills. In addition, this position performs the role of an ambassador for the City of Ketchum by working directly with the public on a daily basis with customers from the community and other places throughout the world.

The ideal candidate will be a high-level thinker and problem solver with a commanding grasp of land use planning principles and skilled in critical thinking and research. This position requires a significant volume of technical and professional writing with reports, memos, letters, and other written correspondence required on a daily and weekly basis. Confident and refined public speaking skills are high priority for this position, which is required to present projects and updates as least twice per month to councils, boards, and other public audiences. The ideal candidate will have the tenacity and attitude to efficiently and adeptly move a project through the land use development process to the most sustainable conclusion for the community. The successful candidate will have exceptional customer service skills and ability to guide applicants through a variety of land use processes and permit

applications. An Associate Planner should possess high energy, good communication skills, and sincerely enjoy planning work.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Serves as the staff lead for all current planning projects including, but not limited to design review projects, building permit review, and floodplain development permits
- Provides customer service related to zoning and development review processing;
- Serves as lead planner on a variety of land use cases which include: consultation with applicants, legal noticing, coordination with other departments and service providers; preforms analysis of applications with respect to the City's regulations, prepares reports and makes recommendations;
- Attends meetings and makes presentations to the planning and zoning commission, historic preservation commission, city council, and other groups or organizations;
- Reviews, interprets, and analyzes building permits for compliance with zoning requirements; and performs site inspections for compliance with approved plans;
- Assists in projects associated with transportation planning, economic development, affordable housing, bike and ped/streetscape projects, community sustainability, among others;
- Advises builders, developers, property owners and other departments on City ordinances, requirements, resolutions, and planning and zoning policies; provides technical design assistance when needed;
- Organizes community outreach programs, facilitates training related workshops on land development topics to Planning and Zoning Commission and citizen groups;
- Conducts site inspections to determine code and ordinance compliance; handles some zoning enforcement, informs property owners of violations and makes recommendations on changes;
- Assists in strategic planning of the department and the implementation of goals and objectives; implements approved policies and procedures;
- Performs other duties as assigned.

SUPERVISION RECEIVED

- Works under the general direction of the Planning and Building Director and, as necessary, the Senior Planner.

SUPERVISION EXERCISED

- None.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Bachelor's degree in urban or regional planning, geography, natural resources planning, architecture or a closely related field; Master's degree preferred, or equivalent combination of education and experience.

At least two years of professional experience in local/regional land use planning with development review, code writing, comprehensive planning and special project experience, or other closely related experience in planning or architecture. Must have experience working with the public, providing customer service and strong communication skills.

Requires an equivalent combination of education, training, or work experience that produces the knowledge, skills and abilities to perform the essential duties and responsibilities of the position.

PHYSICAL DEMANDS

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.

Work is performed mostly in an office. Outdoor work is frequently required. Daily field work and walking is necessary for site-specific tasks and inspections required by the position. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

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

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics 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.

While performing the duties of this job, the employee works mostly in an office environment with some exposure to outside weather conditions and is occasionally subjected to wet, cold and/or icy conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, odors, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually moderately quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The City of Ketchum does not discriminate on the basis of disability in its hiring or employment practices.

Equal Opportunity Employer.