



Senior Planner

FLSA Designation: Exempt - Administrative

Pay Grade: 9

The Senior Planner is responsible for performing a variety of professional land use planning and community development duties of the City. The Senior Planner performs development review, long range and special planning projects including comprehensive planning and code drafting, day-to-day customer service, and assisting in department operations. The position includes work in natural resource conservation, historic preservation, urban design, sustainability, floodplain management and housing. The work is performed under the general direction of the Director of Planning and Building.

Essential Functions

- Serves as the Director when the Director of Planning and Building is absent;
- Provides customer service related to long range and current planning initiatives;
- Serves as project lead for land use code amendments, comprehensive plan updates, and adoption of ordinances including development of project scope and schedule, management of consultants, technical drafting and adoption proceedings;
- Assists in projects associated with transportation planning, economic development, affordable housing, bike and pedestrian/streetscape projects, and community sustainability by conducting research and analysis, preparing exhibits and informational materials, assisting with open house or hearing preparation and other project support;
- Manages current planning project case load including, but not limited to design review projects, conditional use permits, variances, lot line shifts, vacations, subdivisions, planned unit developments and other applications;
- Provides exceptional communication and project management skills related to development review including analysis of applications with respect to the City's regulations, communication of issues and consultation with applicants, legal noticing, coordination with other departments and service providers, timely reporting and recommendations to decision making bodies;
- 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;
- Advises builders, developers, property owners and other departments on City ordinances, requirements, resolutions, and planning and zoning policies; provides technical design assistance when needed;
- Leads special projects and data tracking efforts; conducts background research and/or analysis as assigned;

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- 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 compliance; assists zoning enforcement, informs property owners of violations and makes recommendations for correction;
- Assists in strategic planning of the department and the implementation of goals and objectives; implements approved policies and procedures; may serve as the staff support and department liaison to the Historic Preservation Commission;
- May serve as the designated Floodplain Manager by assuming all responsibilities that this role requires including, but not limited to, maintaining Ketchum floodplain records providing customer service to residents regarding floodplain questions and issues, maintaining certification as a Certified Floodplain Manager (CFM) and performing the duties required of the floodplain manager during emergency situations;
- May serve as a member of various committees;
- Performs the role of an ambassador for the City by working directly with the public daily;
- 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

- Ability to perform research, land use analysis and report preparation;
- Strong code interpretation skills;
- High-level thinker and problem solver;
- Knowledge of land use planning principles;
- Skilled in critical thinking and research;
- Excellent writing ability to produce a significant volume of technical and professional writing with reports, memos, letters, and other written correspondence which is required on a daily and weekly basis;
- Tenacity and attitude to efficiently and adeptly move a project through the land use development process to the most sustainable conclusion for the community;
- Ability to guide applicants through a variety of land use processes and permit applications;
- Strong experience working with the public and providing customer service;
- Ability to operate a personal computer, including word processing and data base software;
- Extensive work with the public providing customer service and strong written and verbal communication skills, as well as meeting facilitation skills.

Acceptable Experience and Training

- Bachelor's degree in urban or regional planning, geography, natural resources planning, architecture or closely related field; master's degree preferred;

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- Five (5) years' professional experience in local/regional land use planning with development review, code writing, comprehensive planning and special project experience;
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the duties of this job.

Licenses and Other Requirements

- AICP certification preferred;
- Valid Idaho driver's license;
- Applicants must be able to pass a background check.

Working Conditions and Physical Efforts

- Sufficient clarity of speech and hearing or other communication capabilities which permits the employee to understand verbal instructions and to communicate effectively;
- Sufficient visual acuity which permits the employee to perform the above duties;
- Sufficient manual dexterity to perform office functions and operate office equipment;
- Sufficient physical ability to perform the above duties;
- While performing the duties of this job the employee will occasionally need to lift, carry, push or pull up to 30 pounds;
- Jobs in this class require performing repetitive hand movements and will require sitting, standing and walking;
- 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;
- 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.