

BLAINE COUNTY

206 South 1st Ave, Suite 300, Hailey, Idaho 83333

Job Announcement

Job Title: Zoning Specialist I/II

Department: Land Use and Building Services

Reports To: Deputy Director Land Use and Building Services

FLSA Status: Full-Time 40 hours/week Non-Exempt

Starting Pay: \$26.85-\$33.75 hourly depending upon experience

Land Use and Building Services Mission Statement:

Professional Process; Premier Product.

General Statement of Duties:

Processes a variety of zoning regulation-related applications through the public hearing and decision process before the Blaine County Board of County Commissioners (the Board), Planning and Zoning Commission (the Commission), and Hearing Examiner (the Examiner). Provides development and zoning information to the public. Reviews new development for compliance with zoning requirements.

Primary Job Responsibilities:

- Responds to and serves the public with outstanding customer service skills.
- Serves as the subject matter expert for interpreting and explaining zoning and subdivision ordinances, zoning district boundary lines, Comprehensive Plan and Local Land Use Planning Act to the general public, real estate agents, developers, landowners, other county personnel, and appointed and elected officials.
- Maintains consistency in the application of zoning and other regulations.
- Assists the public with understanding and completing zoning and subdivision applications, including but not limited to variances, conditional use permits, Mountain Overlay site alteration permits, plat amendments, rezones, and stream alteration permits.
- Identifies and addresses potential issues or changes related to land use, the public interests, and community's needs and desires; advises the public, the Commission and the Board and attends public meetings on issues related to land use matters.
- Coordinates and schedules meetings and public hearings for the Board, the Commission, and the Examiner.
- Evaluates and determines administrative applications, including but not limited to, Mountain Overlay and Scenic Highway Overlay categorical exclusions.
- Prepares and assures legally adequate notice for public hearings.
- Conducts on-site inspections, evaluates applications, and prepares staff reports for applications to be decided by the Board and the Commission and Hearing Examiner. Prepares findings of facts on decisions by the Board and the Commission.

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- Reviews and monitors completed projects/permits for compliance with zoning regulations and conditions of approval which may include monitoring financial securities posted by an applicant to ensure completion of all aspects of projects months or years later.
- Prepares official record for appeals of county land use, zoning applications and administrative determinations.
- Serves as primary point of contact to conduct pre-building permit applications prior to issuance of building permits by the department for compliance with zoning regulations, subdivision plat notes, development agreements, and other applicable regulations.
- Recommends changes for updates and revisions to zoning regulations and maps.
- Conducts necessary research of previous deeds and other history related to property for responses to requests for parcel determinations.
- Maintains up-to-date zoning maps by providing current information to GIS and other personnel responsible for mapping.
- Creates video, digital photo record, or other visual aids related to meetings, on-site inspections, and other events as needed.
- Works independently as a staff member for ad hoc committees, task forces, or other work assignments, as instructed by the Director and Deputy Director.
- Coordinates with the Code Compliance Specialist and other staff in investigating potential zoning and other violations of development regulations and on conditions of approval attached to development and subdivision plans.
- Attends conferences, workshops, and other educational sessions to keep abreast of new trends in the planning and zoning field.
- Performs additional tasks as assigned by Land Use and Building Services Director and Deputy Director.

Job Specifications:

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 accommodations may be made to enable individuals with disabilities to perform the primary job responsibilities.

Education and Work Experience:

Zoning Specialist I-

- Associate's Degree in Planning or a related field with 2 years of experience; or
- Any equivalent combination of education, experience and training which demonstrates the knowledge and abilities necessary to perform the work of a Zoning Specialist I.

Zoning Specialist II-

- Associate's Degree in Planning or a related field required; and
- At least six (6) years' experience in a planning related field; or

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- Bachelor's Degree in Planning or a related field preferred; and
- At least two (2) years' experience in a planning-related field; or
- Any equivalent combination of education, experience and training which demonstrates the knowledge and abilities necessary to perform the work of a Zoning Specialist II.

Language Skills:

Must have the ability to communicate by understanding and speaking the English language; read, analyze and interpret communications from numerous county departments as well as outside entities; read, analyze and interpret various government regulations; clearly and effectively expresses ideas and thoughts (verbally and in writing); listen actively; capable of presenting to, and facilitating, public meetings.

Mathematical Skills:

Must have the ability to work with complex mathematical concepts and apply methods such as fractions, percentages, ratios, and proportions to understand and resolve practical situations.

Reasoning Ability:

Ability to solve complex problems and deal with a variety of situational variables in scenarios where only limited standardization exists. Interpret a variety of instructions furnished in written, oral, diagram, or schedule form as well as develop effective solutions when limited guidance is provided.

Other Knowledge, Skills, and Abilities:

- Ability to perform primary job responsibilities with efficiency and accuracy, including the use of time management skills;
- Ability to prioritize tasks and work independently;
- Knowledge of and ability to draft, read, and explain maps;
- Ability to read, interpret, and explain ordinances, plans, and other written material;
- Desired knowledge of and familiarity with Local Land Use Planning Act and related legislation of the State of Idaho;
- Desired knowledge of and familiarity with Geographic Information Systems (GIS);
- Knowledge of and familiarity with public relations;
- Ability to effectively communicate both written and verbally in an office setting, with the public, and at public meetings;
- Ability to establish and maintain effective working relationships with co-workers, elected officials, representatives from other agencies, and the general public;
- Knowledge of general computer operations, including Microsoft Office products (Word, Excel, PowerPoint) as well as GIS and ARC/VIEW software;
- Ability to operate cameras and other video recording devices;
- Must possess a valid Idaho Driver's License.

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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. While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must occasionally lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Working Environment

Work is performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; conduct outdoor site visits and property inspections, including traveling from site to site and physically inspecting the property which may include steep slopes, river banks, developed and undeveloped property, uneven terrain, etc.

Equal Opportunity Employer:

Blaine County is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required. Employee may be asked to perform other duties as required.

To Apply: Complete the Blaine County Application for Employment online at <https://www.co.blaine.id.us/243/Human-Resources>. All required sections must be completed and include a cover letter and resume. Please direct questions to Justin Highhouse, Blaine County Human Resources Generalist at hr@co.blaine.id.us.

Applications will be accepted until the position is filled.