



**Filing Deadline: December 15, 2017**

**City of Coeur d'Alene  
Equal Employment Opportunity  
Planning Technician**

**Description:** Reviews residential building permit applications for compliance with zoning standards, conducts site visits, and reviews vehicle dealer license applications. Assists with research related to complex land use applications, long-range planning efforts and special projects. Provides assistance to the public on planning and zoning questions and application procedures, generates maps and data reports, creates and maintains GIS data layers. Work is performed under the direct supervision of the Community Planning Director, although this individual also works directly with other planners who will provide general direction and review this individual's work for quality of research, analysis and recommendations. Leeway is allowed for independent judgement and initiative. The principal duties of the position are performed in a general office environment, with some site visits required.

**Wage and Benefits:** Starting wage is \$17.84 per hour, eligible for a five percent increase after 12-months of service with standard or above evaluations. An excellent benefit package available and membership in PERSI (Public Employee Retirement System of Idaho) is required.

**Knowledge, Skills and Abilities**

Knowledge of:

- Basic principles and practices of local government administration as related to the planning and permit process;
- Planning principles and practices;
- Principles and practices of research, data collection, and analysis;
- Effective writing techniques;
- Working knowledge of the terminology, symbols, methods, techniques and instruments used in planning;
- Statistical, algebraic or geometric knowledge and ability to apply such knowledge in practical situations;
- Various software programs, which may include the full Microsoft Office suite, Internet applications, and GIS;
- City policies, procedures and safety practices;
- Customer service and telephone etiquette;
- General administrative support functions;
- Oral communication and interpersonal skills necessary to communicate effectively and establish and maintain working relationships with other employees, the public, contractors and other interested and affected parties including in difficult situations and under pressure;

Ability to:

- Problem solving skills to gather relevant information to solve vaguely defined practical problems;
- Review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and apply regulations to field conditions;
- Learn how to review site plans, building plans, and landscape plans;
- Work on several projects or issues simultaneously;
- Work independently and in a team environment as needed;
- Operate standard office equipment, including a personal computer using program applications appropriate to assigned duties;
- Learn new computer programs to review permits, create GIS maps, create public notices, evaluate data, write reports, and assist with maintaining the planning department's webpage;
- Operate a digital camera;
- Interpret and explain the planning process;

- Proficient typing and word processing skills;
- Willingness to provide backup administrative support as needed.

### **Examples of Work (Illustrative Only)**

#### **Essential Duties and Responsibilities**

- Review and process residential building permits to ensure compliance with zoning and subdivision requirements;
- Assist by answering telephone calls and email inquiries from the public, and assisting walk-in customers with basic planning and zoning questions;
- Review development applications for completeness;
- Review legal descriptions;
- Research, review, and issue decisions for administrative level applications vehicle dealer license applications with zoning compliance requirements;
- Respond to zoning verification requests by researching properties and writing zoning verification letters;
- Prepare narrative staff reports and recommendations of limited complexity, such as special use permits and variances;
- Investigates violations of planning regulations and ordinances, including site visits;
- Assist with background research related to land use, plat approval, zoning designation, and zoning requirements, including previous entitlement history, setbacks, height, parking, and location within shoreline, hillside, and/or an approved planned unit development project;
- Conduct research, analyze data, and prepare data reports;
- Assist with long-range and special planning projects, including public outreach efforts, project updates, and press releases;
- Conduct general parcel research through the archived city records, GIS system, subdivision plants and assessor's records;
- Understand and interpret zoning regulations, City Code processes and procedures and be able to explain the processes and procedures to the public or other staff;
- Create new GIS maps and create/maintain the Planning Department's GIS data layers;
- Use Arc Map and archival databases to provide and create maps for internal and external use.
- Prepares maps, charts, and tables of limited complexity;
- Assist with maintaining Subtrack, the Planning Department's project tracking system, and hard copy files and records;
- Assist with updating and maintaining the Planning Department's webpage;
- Attends public meetings, assisting other planning staff as appropriate.

#### **Other Duties and Responsibilities**

- Performs other related duties as required.

### **Acceptable Experience and Training**

- Intermediate technical certificate required (28 credit hours) or an Associate's degree in urban planning, architecture, construction management social sciences, or
- Related field and two years of relevant experience in plans review, zoning administration, site and building permits land use controls or similar
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

### **Preferred Experience and Training**

- Bachelor's degree in planning, urban design, architecture or similar field is preferred.
- Experience with plan review and/or permitting experience and using current GIS software is preferred.
- Experience with data collection and analysis, report writing, research and analyzing problems, and mapping are

preferred.

- Experience in public sector and customer service training is preferred.

### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions, use a telephone, and communicate with others;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and review, evaluate, and prepare a variety of written documents, maps, and materials;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate standard office equipment and computer systems and to make adjustments to equipment;
- Sufficient body flexibility and personal mobility, with or without reasonable accommodation, which permits the employee to work in an office setting and perform field inspections as required.

**APPLICATION PROCEDURE:** Applicants meeting the qualification requirements are invited to submit a completed City of Coeur d'Alene Employment Application and Resume to the Human Resources Office, City Hall, 710 Mullan, Coeur d'Alene, ID 83814. Application deadline is Friday, December 15, 2017 at 5:00p.m.

Applications will be screened, and those applicants with the most appropriate qualifications will be invited for further testing. If you would like to request a reasonable accommodation for the recruitment process due to a disability, please provide a written request and submit with your City of Coeur d'Alene application.

THE CITY OF COEUR D'ALENE INVITES APPLICATIONS FROM ALL QUALIFIED INDIVIDUALS AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, RELIGION, SEX, AGE, OR DISABILITY.