City of Hailey
POSITION DESCRIPTION

<table>
<thead>
<tr>
<th>JOB TITLE:</th>
<th>AVERAGE HOURS PER WEEK: 40</th>
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<tbody>
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<td>POSITION:</td>
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<tr>
<td>City Planner/Senior Planner</td>
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<tr>
<td>PAY GRADE:</td>
<td>10</td>
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<td>PAY RANGE:</td>
<td>$51,700-62,400</td>
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<tr>
<td>SUPERVISOR:</td>
<td>Community Development Director</td>
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<tr>
<td>STATUS:</td>
<td>Non-Exempt – 40 hrs/week</td>
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GENERAL STATEMENT OF DUTIES

General duties include planning and assisting in the execution of City of Hailey’s development planning efforts in collaboration with other City departments, regional partners, and community stakeholders. Performs a variety of advanced professional planning of high complexity and variety, as well as various administrative duties, including accepting and processing development and subdivision applications, code development, interpretation and general enforcement of Hailey’s Municipal Code.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Works on a variety of current planning projects including application of relevant codes; staff analysis; interface with applicant and public; preparation of staff reports; presentations to Planning and Zoning Commission and City Council.
- Works on code revisions as assigned on a variety of topics related to planning, zoning, subdivision.
- Reviews building permits for compliance with city code and or adopted design review/subdivision plans.
- Reviews sign permits, fence permits, and a variety of other permits as assigned by the Community Development Director.
- Staffs the front desk as needed to respond to a variety of citizen, developer and other questions.
- Represents the city and its interests in dealing directly with public and private agencies and organizations, news media and citizens.
- Receives phone calls and provides general assistance to customers requesting planning information.
- Responds to public questions and comments in a courteous and timely manner.
- Conducts research of city files, city records and meeting minutes as needed.

Desirable Qualifications

- The ideal candidate possesses high quality written and verbal skills and have a core value system that incorporates community loyalty, commitment as a public servant, customer service principals, a high level of ethics and integrity, and an understanding of planning and zoning issues. Well-honed communication and interpersonal skills, and strong organizational, analytical and problem-solving skills are critical for success in this role.
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- The City of Hailey has a highly participatory citizen based and outreach to the community to help define and refine city initiatives is an important element to the success of the city. Examples of successful community outreach efforts and community-based planning initiatives are desirable.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

#### EDUCATION and/or EXPERIENCE
- A Bachelor’s Degree in urban planning, architecture, landscape architecture, public administration or related field.
- A minimum of four (4) years’ relevant professional work experience, with preferably 2 years within a local government.
- A combination of education and work experience that provides the necessary knowledge, skills and abilities to perform the essential job responsibilities.
- Working knowledge of Microsoft Office computer software.
- Excellent independent judgement and diplomacy skills
- Ability to define problems collects data, establish facts and draw conclusions.
- Ability to present information in a public format clearly and concisely.
- Customer service skills

#### LANGUAGE SKILLS
- Ability to communicate effectively with the public under collaborative or adverse conditions.
- Ability to read, analyze, and interpret technical procedures, governmental regulations and municipal codes.
- Ability to write reports and procedural manuals.
- Ability to employ honest and respectful communication in all circumstances.

#### MATHEMATICAL SKILLS
- Ability to do basic accounting and mathematical computations with a high degree of accuracy.
- Ability to compute rate, ratio, and percentages.
- Ability to use the mathematical, maintenance and financial software applications of the City.

#### CERTIFICATES, LICENSES, REGISTRATIONS
- Possession of a valid Idaho Driver’s License.

#### 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.
- Most work performed in a fast-pace office setting, with frequent standing or sitting, often for extended periods;
- Some work in a business meeting setting, in person or virtual;
- Occasionally required to visit sites within the community for inspection or code enforcement; walking or driving, posting signage, requires ability to traverse over uneven ground, lift 25 pounds, transport 25 pounds across uneven terrain;
- The employee may be exposed to biohazards including floodwaters;
- Operate a motor vehicle in traveling to and from work sites;
- Take proper safety precautions, anticipate unsafe circumstances, and act accordingly to prevent
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accidents, use all required safety equipment. Depending on exposure, employee may be required to wear hearing or head protection.

I have read and understand my job description.

___________________________________                __________________
Employee Signature                                                       Date

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