



City of Victor Job Description

Job Title: Planner
FLSA Designation: Non-Exempt
Supervisor: Planning Director

Updated: August 29, 2019
Pay Band: 11

Class Summary/Primary Function: To assist the Planning and Zoning Department administratively; assist with public education, assist with enforcement of the Victor City Municipal Code; intake and process entry to mid-level land use applications; conduct land use research; other administrative tasks as assigned.

Supervision: This position is supervised by the Planning Director.

Essential Duties & Responsibilities:

(This list does not include all duties and responsibilities that may be assigned to this position.)

- Draft and disseminate Planning Commission meeting public notices.
- Post Planning Commission meeting materials online within set deadlines
- Attend Planning Commission meetings
- Take Planning Commission meetings minutes
- Draft code enforcement letters
- Process entry to mid-level land use applications
- Conduct Land Use Research for pending applications, development, and code revisions
- Assist in building permit processing
- Enter/process applications into iWork
- Manage and organize hard copy records
- Answer entry to mid-level customer inquiries
- Manage committees such as Design Review Committee (schedule meetings, form and post agenda and reports, take minutes, draft entry level reports)
- Create and manage Planning Departmental webpage
- Update code in InDesign
- Other administrative tasks as assigned

Competency Requirements, Desired Experience & Training:

- Degree in planning, architecture, landscape architecture, or a related field or equivalent experience.
- Ability to communicate effectively orally and in writing with architects, contractors, developers, owners, supervisors, employees, and citizens.
- Ability to navigate City of Victor Municipal and Land Use code.
- Working knowledge of word processing, spreadsheet, and planning application software, including MS Word, Excel, Outlook, PowerPoint, InDesign and GIS applications.

City of Victor Mission: *The municipality of Victor exists to promote a safe and welcoming community where generations can afford to live, learn, work and play by providing public services, actively guiding growth and supporting community values.*

- Ability to understand and contribute to accomplishing the City's Mission.

Staff Working Agreements & Code of Conduct:

As community leaders, we choose to define how we work with and engage our customers through our established values in each instance. We agree that the Mayor and City Council, community members, and visitors are our customers. We acknowledge that we are each other's customers.

- ✓ *Communicate– We choose to communicate fully, clearly and concisely, with consideration.*
- ✓ *Dig In & Lean Forward– We choose to work hard, participate, and take initiative.*
- ✓ *Golden Rule– We choose to treat others as we would like to be treated.*
- ✓ *Customer Service– We choose to usher the requests of our customers, to go above and beyond, and provide prioritized customized service with consistency and accuracy within our scope.*
- ✓ *Professionalism– We choose to be prepared and helpful, to seek knowledge, and accept each job as our own.*
- ✓ *Respect & Openness– We choose to actively listen, to give the benefit of doubt, to be accessible, and recognize the positive in others.*

- Ability to understand and comply with staff working agreements and code of conduct.
- Ability to be an example to others in the organization in terms of understanding and application of the working agreements and code of conduct.
- Ability to display positive behaviors towards improving the culture of the organization through understanding, support, and application of the staff working agreements and code of conduct.

Specialized Licenses or Certifications:

- Valid Idaho Driver's License, or ability to obtain.

Equipment and Tools Used:

- Personal computer and applicable professional business software applications, photocopier, fax machine, and similar other business/office equipment, and automobile.

Physical Requirements:

The physical demands described here are representative of those that must be met by employee to successfully perform essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- While performing job duties, employee frequently sits, sees, hears, and speaks. Employee frequently uses hands, handles or feel objects, tools, or controls. Employee frequently uses a computer.
- Employee is exposed to moderate levels of walking.
- Employee occasionally stands, carries up to 30 pounds, climbs, stoops, kneels, and bends.
- Specific vision requirements for this job include frequent exposure to close vision and bright light and the ability to adjust focus. Hand-eye coordination is required to operate computers and office equipment.
- Specific auditory (hearing) requirements for this position include frequent exposure to routine conversation in a normal office environment and the ability to distinguish between telephone, voice, and other tones and signals.

Mental Requirements:

The mental requirements described here are representative of those that must be met by employee to successfully perform essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- While performing job duties, employee frequently plans own work activities, works alone, and works without supervision.
- Employee is exposed to frequent levels of working as a member of a team, working under pressure, and working on several tasks at the same time.
- Employee frequently reads, understands and executes oral and written instructions, reads and interprets detailed prints, sketches, layouts, and specs, estimates size, form, quality or quantity of objects, counts and makes simple arithmetic additions and subtractions, uses measuring devices, and operates a car or truck

Working Conditions:

The work environment characteristics described here are representative of those that employee encounters while performing essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- While performing job duties, employee frequently works inside. Employee is frequently exposed to noise generated in a normal office environment.
- Employee is occasionally exposed to adverse weather and/or unfavorable traffic conditions while driving to off-site locations.

**The terms "Frequent," "Moderate," and "Occasional" are quantified as follows:

- Frequent: occurs 60-100% of the time
- Moderate: occurs 21-59% of the time
- Occasional: occurs 1-20% of the time

Job Selection Guidelines:

- Formal application, rating of education and experience, oral interview, reference check, and job related tests may be required, including physical agility test, polygraph examination, etc.
- 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 is intended as a guide for the efficient and professional performance of a job. Nothing herein shall be construed to be a contract between the City of Victor and the employee. Additionally, this job description is not to be construed by any employee as containing binding terms and conditions of employment. The City of Victor retains the absolute right to terminate any employee, at any time, with or without cause. Management retains the right to change the contents of this job description, as it deems necessary, with or without notice. Employment is on an at-will basis.
- Veteran Preference is provided.

I, the undersigned, have read and understand this job description and am able to perform essential job functions with or without any reasonable accommodation:

Employee Signature: _____ Date: _____

Approval: _____ Approval: _____
City Administrator Mayor

Effective Date: __042718_____ Revision History: __N/A_____

