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**POSITION TITLE:** Planning and Zoning Department Administrator  
**OFFICE/DEPARTMENT:** Boise County Planning & Zoning  
**DATE:** October 13, 2020

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**POSITION SUMMARY:** Under direction from the Board of Boise County Commissioners, this position will plan, direct and coordinate the application, review and enforcement of Boise County Unified Land Use Ordinances, as well as other zoning and subdivision ordinances and laws; manage zoning plan review; support field inspections and enforcement efforts; and coordinate, prepare, process and present zoning hearings and appeals to the Boise County Planning and Zoning Commission (“Commission”) and the Board of Boise County Commissioners (“Board”).

**ESSENTIAL FUNCTIONS:**

1. Ensure the effective and timely processing of building permits, conditional use permits, and other applications for issues pertaining to zoning, building, subdivision, boundary line, variances, and development.
2. Provide expertise and analysis to the Commission, the Board, and legal counsel for P&Z matters.
3. Aid prospective and current applicants with P&Z-related permits and applications by responding to questions, conducting pre-application meetings, performing site visits, and analyzing applications.
4. Prepare reports, summaries, findings of fact and conclusions of law, and recommendations for the Commission and the Board on P&Z matters.
5. Ensure that hearings are conducted lawfully and in an orderly manner, including ensuring compliance with all legal public notice requirements, providing notice to all other applicable parties and government entities, and preparing and providing materials for the Commission and the Board in advance of public hearings.
6. Prepare the department budget, control expenditures, interview prospective employees, and train staff.
7. Pursue and implement measures that will improve operations, decrease turnaround times, streamline work processes, and enhance customer service.
8. Minimize county liability exposure by obtaining legal advice on behalf of the Board or the Commission as needed.
9. Assist and direct the revisions of county resolutions and ordinances regarding P&Z matters.
10. Ensures Trust Accounts are reconciled on a monthly basis

**ADDITIONAL FUNCTIONS**

10. Arrange for technical review of proposals by the County Engineer and other professionals when necessary.
11. Oversee the maintenance of the rural addressing system (both mapping and addressing).
12. Build effective working relationships with other county officials, as well as local, state, and federal government agencies.

**REPORTING RELATIONSHIP:** This position reports directly to the Board of Boise County Commissioners, and supervises Planning and Zoning Assistants I and II.

**QUALIFICATIONS:**

**Knowledge:** Must possess considerable knowledge of land use and P&Z matters, including building permits, conditional use permits, the Idaho Local Land Use and Planning Act, the Fair Housing Act, state

and federal constitutional rights pertaining to P&Z issues, and areas of high liability. Must have a good working knowledge of proper administration of public hearings, floodplain management, GIS mapping programs, Microsoft Office, and GPS equipment.

**Skills:** Must possess excellent customer service skills. Must be able to build and maintain effective working relationships with staff, the Board, the Commission, other county officials and government entities, and members of the community.

**Experience and Training:** Must have a minimum of two years of relevant experience and possess an Idaho Driver's License.

**Physical abilities:**

- Is potentially subject to random drug testing.
- Must be able to walk over rough and uneven terrain to perform on-site inspections.
- Must be able to withstand occasional outdoor weather conditions when performing. On-site inspections.

Any functional equivalent combination of experience and training which provides the knowledge, skills, experience, and abilities necessary to perform the work.

*This job description is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by the Boise County Board of Commissioners as deemed appropriate. Boise County reserves the right to change this job description.*