

**CITY OF SANDPOINT  
CLASS SPECIFICATION**

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<b>CLASS TITLE:</b>	<b>CITY PLANNER</b>	<b>CLASS CODE:</b>	<b>400</b>
<b>SALARY RANGE:</b>	<b>\$78,332.80 – \$108,243.20</b>	<b>GRADE:</b>	<b>16</b>
<b>DIVISION:</b>	<b>INFRASTRUCTURE &amp; DEVELOPMENT SERVICES (IDS)</b>	<b>FLSA STATUS:</b>	<b>E</b>
<b>REPORTS TO:</b>	<b>IDS DIRECTOR</b>	<b>EEO-4 CODE:</b>	<b>01</b>
<b>SOC CODE:</b>	<b>19-3051.00</b>	<b>DATE:</b>	<b>12/20</b>

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**JOB SUMMARY:**

Under the direction of the Infrastructure and Development Services (IDS) Director, the City Planner is responsible for the direction and administration of assigned planning programs and related policy development for the City of Sandpoint in close coordination with other City officials and the broader Infrastructure & Development Services (IDS) team to accomplish the City Council's strategic plan and priorities. The City Planner educates members of the public and elected officials, compiles data, maintains records, completes analyses and studies as the basis for policy recommendations. Considerable leeway is granted for the exercise of independent judgment and initiative. The City Planner focuses on promoting a positive customer experience within the development services area and providing services to citizens and applicants in an effective and efficient manner.

**SUPERVISION EXERCISED:**

The incumbent exercises full scope supervision over subordinate professional planning staff.

**EXAMPLES OF DUTIES:** *This list is ILLUSTRATIVE only and is not a comprehensive listing of all functions and duties performed by the incumbent of this class. Duties may include, but are not limited to the following:*

**Management Responsibilities:**

- Monitor and improve the effectiveness of systems procedures, and communications to support the service group's functions.
- Prepare the Planning budget and oversee the expenditure of funds.
- Support and manage the personnel within Planning, including performance evaluation, training, and professional development.
- Formulate and recommend the various elements of major development policies for the City through field examinations, map studies, evaluation of economic, population, and other social and environmental trends and conditions.
- Maintain accurate files and records.

**Administrative Responsibilities:**

- Administer the ongoing and long-range development, modification, and implementation of the City's Comprehensive Plan.
- Oversee the interpretation and enforcement the City's development regulations.
- Recognize, research, formulate, and make recommendations for changes to the comprehensive plan and development and zoning codes.
- Review permit applications processed through the division for compliance with existing plans, codes, and resolutions.
- Receive, coordinate, investigate, maintain records, and resolve questions and complaints relating to planning and zoning matters.
- Represent the City in various regional organizations, boards, and commissions as assigned by the City Administrator.

**Professional Planning Expertise:**

- Manage and provide technical support to the Planning and Zoning Commission, including preparation and presentation of staff reports; analyzing compliance of development proposals with the City's development codes, standards, and comprehensive plan; and recommendations reflecting findings of fact and conditions for approval of development applications.
- Lead, in concert with other staff, the negotiation of development agreements.
- Provide training on planning issues to Planning and Zoning Commission, and City Council.
- Serve as technical advisor to the public, developers, contractors, staff, and community groups.; respond to issues, questions, and problems, in person, electronically and over the telephone; evaluate circumstances based upon policy and precedent.
- Work closely with the City's legal counsel in the preparation of documentation for court and appearing in court when necessary for the prosecution of violations, appeals, or other legal proceedings.
- Advise City officials and other City divisions and service groups with respect to any matter relating to the physical development of the city.
- Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

- General Office Equipment
- Laptop Computer

**CORE COMPETENCIES:**

**Knowledge of:**

- Principles and practices of urban planning; economic development; neighborhood revitalization; urban design; program development and administration; economics and municipal finance; strategic, short, and long-term planning; and public policy application.
- Federal, state, and local statutes pertaining to planning and zoning.
- Management skills to analyze programs, policies, and operational needs.
- Effective supervisory and leadership skills.
- Public involvement, communication, and negotiation methods.
- Research methodology, statistical analysis and evaluation of research data.
- Standard business software tools such as database management, word processing, spreadsheet, email, and Internet browser programs.
- Public presentation techniques.
- Ethical principles and rules of conduct for professional planners.

**Ability to:**

- Interpret, apply and make determinations related to federal, state, and local statutes pertaining to planning and zoning.
- Communicate effectively both orally and in writing with the public, peers, elected officials, Planning and Zoning Commission and other City employees.
- Present technical information clearly to the Planning and Zoning Commission, City Council, community groups and the public.
- Demonstrate effective customer service and interpersonal skills with the public, City employees, supervisors and managers, other public agencies, applicants, and vendors.
- Evaluate and analyze customer needs to provide exceptional customer service.
- Effectively manage, organize and delegate a high-volume workload with multiple priorities, and meet deadlines.
- Problem-solve complex issues.
- Ensure that records, documents, financial accounts, and related reports are maintained in accordance with state and city requirements,
- Operate standard office equipment and a personal computer including program applications appropriate to assigned duties.
- Use logical thought processes, and excellent attention to detail, to interpret information accurately and develop reasonable solutions with consideration to “big picture” processes and impacts.
- Demonstrate patience, integrity, ingenuity, and inventiveness in the performance of assigned tasks.

**Physical Demands:**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively.
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review documents in electronic and hardcopy form.
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate computers and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function in a general office environment and visit various work sites throughout the City.

**Working Conditions:**

- Work is performed in a normal office environment with occasional exposure to outdoor temperatures, dirt and dust.
- The incumbent’s typical working conditions are moderately quiet with little exposure to excessive noise.
- Duties may require some evening, weekend, holiday and/or on-call work.

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

- Bachelor's or Master's degree from an accredited four-year college or university with major coursework in Urban Planning or City/Regional Planning is required. A Master's degree related to planning is preferred; and
- At least eight years of progressively responsible management and administrative experience in local government planning and development, at least three of which were at a managerial level.; or
- An equivalent combination of education, training and experience which provides the knowledge and abilities necessary to perform the work of a City Planner may also be qualifying.

**Licenses and Certifications:**

- American Institute of Certified Planners (AICP) Certification or the ability to obtain certification within one year of appointment.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.