

POSITION DESCRIPTION

POSITION TITLE: Planning & Zoning Assistant, Technician

DEPARTMENT: Planning and Zoning

DATE: Approved by Board of Boise County Commissioners on May 23, 2023

POSITION SUMMARY: Performs a variety of routine moderate to complex clerical work and customer service necessary in the day to day duties of the Planning & Zoning office.

ESSENTIAL FUNCTIONS:

- Answer telephone and greet customers with high level of customer service
- Assist administrative assistants and administrator with day to day tasks
- Aid in the issuance of building permits which includes checking the application, sending the plans to plan review; receiving them back; building permit data entry on the computer; printing and issuing the building permits; collecting fees.
- Help maintain department building permit Lists and retention of building plans.
- Aid in department bookkeeping and financial report preparation.
- Courier between Planning and Zoning office and Clerk's office.
- Learn and update Rural Addressing program including parcel ownerships as required.
- Track all rural address map changes of any kind as required
- Track building inspector payments/vouchers as required
- Learn and understand office bookkeeping programs; balance cash register as needed
- Prepare daily transmittal form and deliver to the Clerk's Office as needed
- Process all incoming and outgoing mail; includes picking up mail from Clerk's office
- Help maintain filing systems within the department
- Assists in verification of flood plain information as required
- Review land use applications for completeness prior to Administrator review
- Attend monthly P&Z Commission meetings and help setting up the meeting room; which includes working at least one weekday evening per month.
- Aid in preparation for P&Z Commission meetings, including preparation of agendas as well as minutes after the fact
- Keep record of the reserved street name list and street alpha list file
- Keep Subdivision List updated
- Aid in preparation of staff reports and correspondence for P&Z Commission & Board for Administrators approval
- Aid in providing notice and application to P&Z Commissioners, Agencies and surrounding property owners per the ULO
- Process comments from agency and public. Prepare packets for P& Z commission Meetings.
- All other duties as assigned by the Administrator

REPORTING RELATIONSHIP: Position reports directly to the Planning and Zoning Administrator.

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QUALIFICATIONS:

- **Knowledge:** Good working knowledge of general office practices and procedures; must be computer literate with good knowledge of Word and Excel, general knowledge of clerical skills; general knowledge of research analysis. Good working knowledge (or ability to develop a working knowledge) of county ordinances with regard to all facets of the Planning and Zoning Department and the building permits process; including knowledge of the Local Land Use Planning Act. Some experience with bookkeeping and related software preferred.
- **Skills:** Ability to read maps; to operate a variety of types of office equipment including excellent typing, word, and Excel skills; to work well with the public; communicate effectively both in person and over the phone. Attention to detail; organizational skills; work independently and accept supervision; excellent customer service skills; general use of cash register.
- **Experience:** An equivalent combination of experience, education, training which provides the required knowledge, skills, and abilities; prefer applicants that have worked in an office environment for at least one year and have worked with organizational bookkeeping.

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 supervisors as deemed appropriate. This document does not represent a contract of employment, and the County reserves the right to change this job description and/or assign tasks for the employee to perform, as the County may deem appropriate