
POSITION TITLE: Planning and Zoning Department Administrator

OFFICE/DEPARTMENT: Boise County Planning & Zoning

DATE: June 2026

POSITION SUMMARY: This position will plan, direct and coordinate the application, review and enforcement of Boise County Unified Land Use Ordinances (as may be amended), as well as other zoning and subdivision ordinances and laws; analyze local and state laws and present analysis and opinions to the Board of applications, manage comprehensive plan review; support field inspections and enforcement efforts; act as the floodplain administrator and building official, 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. Provide land use expertise and analysis to the Commission, the Board, and, to the extent necessary, outside legal counsel for P&Z matters.
2. Prepare reports, summaries, findings of fact and conclusions of law, and recommendations for administrative applications, and applications to the Commission and the Board on P&Z matters.
3. 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.
4. 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.
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, manage 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

11. Arrange for technical review of proposals by the County Engineer and other professionals when necessary.
12. Conduct pre-application meetings in accordance with the land use ordinance with all applicants
13. Oversee the maintenance of the rural addressing system (both mapping and addressing).
14. 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 staff, including Assistants I and II and the Building Inspector.

QUALIFICATIONS:

Knowledge: Must possess considerable knowledge of land use and P&Z matters, law and open meeting process, including building permits, conditional use permits, the Idaho Local Land Use and Planning 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.

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Skills: Must possess excellent land use analysis and 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.

Education / Experience

- Any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for satisfactory job performance. The following factors will be considered minimum qualifications:
 - 1) A minimum of four years of experience in land development and/or land use planning field;
 - 2) Bachelor's degree in planning or a related field plus two years of experience in land development and/or planning field;
 - 3) Knowledge of the principles, theories and objectives of state and local area laws, codes and other regulations pertinent to planning, zoning and community development;
 - 4) Knowledge of zoning, subdivision and floodplain ordinances and comprehensive plans, including their formation, process of adoption and enforcement;
 - 5) Reading and understanding complex site plans and blueprints;
 - 6) Research techniques and report compilation;
 - 7) Personal computers and related software applications (e.g. GIS, word processing, database and spreadsheets).
- Proven knowledge and competencies in the following areas: 1) Idaho Local Land Use Planning Act; 2) Idaho statutes related to subdivisions and annexations; 3) basic land development and real estate practices; and 4) qualitative research and analysis skills.
- Effective oral and written communication skills; tactful interaction with the general public; establishing and maintaining effective working relationships with co-workers.
- Current Driver License's with no major violations.

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.
- Must be able to attend late night meetings and travel around Boise County

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.