



Class Title: Zoning Technician  
Pay Grade: \$26.85-37.56 DOE  
FLSA Designation: Non-exempt  
Department: Planning and Building

### Position Overview

The Zoning Technician is responsible for performing a variety of professional duties in support of the current planning functions of the planning department and the everyday functions of the building department, including day to day customer service, development review, plan review of building permits, sign permits, fence permits, business licenses, and off-site vendor permits. The Zoning Technician will regularly interface with members of the public. Work is performed under the general direction of the Planning and Building Director and as necessary, the Senior Planner.

### Essential Functions

- Acts as the first point of contact for members of the public with questions on zoning regulations and development review processing;
- Advises builders, developers, property owners and other departments on City ordinances, requirements, and planning and zoning policies;
- Reviews, interprets, and analyzes building permits for compliance with zoning regulations;
- Reviews and processes land use applications including sign permits, fence permits, off-site vendor permits, and business licenses for compliance with zoning regulations;
- Conducts site inspections to determine code and ordinance compliance; handles some zoning enforcement, informs property owners of violations and makes recommendations on changes;
- Provides support to department staff by conducting comprehensive and timely research to support the development of land use decisions, long range planning policies, and/or changes to regulations;
- Assists the department staff in organizing and implementing community outreach programs as part of major projects;
- Assists the department in document management and retention including the archiving of historic records, research, and public records requests;
- Assists in strategic planning of the department and the implementation of goals and objectives; implements approved policies and procedures;

- Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

#### Qualifications

- Ability to perform research and land use analysis;
- High-level thinker and problem solver;
- General grasp of land use planning principles;
- Skilled in critical thinking and research;
- Ability to adapt in fast paced environments;
- Strong communication and organizational skills;
- Ability to learn building permit software with provided training;
- Exceptional customer service skills and ability to guide applicants through a variety of assigned responsibilities;
- Experience working with the public and providing customer service;
- Ability to operate a personal computer, including word processing and database software.

#### Acceptable Experience and Training

- One (1) year experience in a professional employment environment providing customer service and exercising strong communication and organizational skills;
- Bachelor's degree in urban or regional planning, geography, natural resources planning, architecture or closely related field preferred, but not required;
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the duties of this job.

#### Licenses and Other Requirements

- Valid Idaho driver's license;
- Applicants must be able to pass a background check.

#### Working Conditions and Physical Efforts

- Sufficient clarity of speech and hearing or other communication capabilities which permits the employee to understand verbal instructions and to communicate effectively;
- Sufficient visual acuity which permits the employee to perform the above duties;
- Sufficient manual dexterity to perform office functions and operate office equipment;
- Sufficient physical ability to perform the above duties;
- While performing the duties of this job the employee will occasionally need to lift, carry, push or pull up to 30 pounds;
- Jobs in this class require performing repetitive hand movements and will require sitting, standing and walking;

- While performing the duties of this job, the employee works mostly in an office environment with some exposure to outside weather conditions and is occasionally subjected to wet, cold and/or icy conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, odors, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually moderately quiet;
- The physical effort characteristics and working environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.