



ADA COUNTY HUMAN RESOURCES

PLANNING AND BUILDING SPECIALIST I

DEVELOPMENT SERVICES

HIRING WAGE: \$14.00 - \$18.00/hr DOE

STATUS: Full-time with benefits

CLOSING DATE: February 21, 2021

APPLICATION MATERIALS: Apply online at adacounty.id.gov/jobs

GENERAL SUMMARY

Performs a variety of clerical tasks relating to the processing of building and land development applications such as creating and maintaining files and reviewing submittal materials. Works closely and directly with the public at the front counter in person and on the phone. Performs a variety of functions supporting Planning and Zoning, Building and Engineering and Surveying Divisions.

ESSENTIAL FUNCTIONS

- Reviews and processes applications;
- Receives, researches, and answers customer inquiries;
- Schedules field inspections;
- Completes various reports and writes routine correspondence;
- Receives fees and issues receipts;
- Accounts for the collection of fees and balances receipts;
- Establishes and maintains files;
- Assists customers with building and zoning inquiries and applications by answering questions and explaining the procedures and process.

ADDITIONAL FUNCTIONS

- Reviews development site plans for compliance to design standards of the zoning ordinance;
- Performs related functions as required.

JOB REQUIREMENTS

- High school diploma or equivalent;
- Ability to create and maintain complex clerical records;
- Ability to make mathematical calculations rapidly and accurately;
- Ability to communicate complex information effectively in verbal, written or graphic form;
- Ability to maintain effective working relationships with associates, representatives of other agencies and the general public;
- Ability to provide excellent customer service in a fast paced environment.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- Work is performed primarily in an office environment and the employee in this class is subject to inside environmental conditions;
- May be required to lift up to 20 lbs.;
- Requires sufficient personal mobility and physical reflexes, which permits the employee to function in a general office environment to accomplish tasks.

DISCLAIMER

To perform this job successfully, an individual must be able to perform the essential functions satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice. Ada County provides Veteran's Preference for all County jobs except for those deemed "key positions" in accordance with Title 65, Chapter 5 of Idaho Code.

NOTE

Ada County reserves the right, at the discretion of the appropriate appointing authority, to waive any of the minimum qualifications for those applicants whose general or specific qualifications would otherwise qualify the applicant for the position or lead the appointing authority to believe that the applicant is capable of performing the assigned duties and fulfilling the assigned responsibilities. The hiring pay range may be appropriately adjusted based upon current and/or prior applicable Ada County employment experience.

** If you need reasonable accommodation to participate in and/or complete the county's application process, please contact Human Resources at the phone number or address listed hereon. (TDD call 287-7979)*

Ada County Human Resources | 200 W. Front Street, 2nd Floor, Boise, ID 83702

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Office: 208-287-7123 Fax: 208-287-6999

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