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## **ASSISTANT PLANNER CITY OF SUN VALLEY, IDAHO**

### **ABOUT THE CITY OF SUN VALLEY:**

Sun Valley, located in the Wood River Valley of central Idaho, is a special place where the breathtaking natural environment blends seamlessly with valuable residential development and a four-season resort to produce a small mountain community of exceptional beauty offering residents a high quality of life. At the edge of the Sawtooth National Recreation Area, Sun Valley enjoys a pleasant mountain desert climate. With an average humidity of only 30%, and 15 inches of precipitation per year, the northern latitude creates long days with 15 hours of sunshine in the summer giving the resort community its well-deserved name. Summer temperatures average 78 degrees with the average winter temperature at 23 degrees. Snowfall averages 112 inches, annually. Crowned as “America’s First Destination Ski Resort”, today Sun Valley has a year-round resort economy. In addition to world class alpine skiing, the surrounding region provides some of the world’s finest Nordic ski trails, single track and road biking routes, mountain climbing, hiking, and pristine river and lake fishing. The arts are unusually cosmopolitan for Sun Valley’s resort guests and residents with a summer symphony, dance, film festival, concerts, lectures and opera as just part of the list of cultural offerings. An older population (median age 54), the citizens of Sun Valley take pride in the community and are attentive to preserving this uniquely special place in concert with sustainable growth, including the support of activities and events, which will attract younger populations to live and visit Sun Valley. Sun Valley’s population of 1,406 residents (2010 United States census) live in a variety of single-family homes and condominiums. Of the 2,610 housing units within Sun Valley, 614, or about 23.5%, were identified as occupied with the remaining housing units identified as second homes and seasonal or recreational rentals.

Incorporated in 1947, the City of Sun Valley has a Mayor/Council form of government and operates as a statutory city under Idaho State laws. The Mayor is elected by the voters and serves as Chief Administrative Officer with a four member City Council serving as the policy making legislative body of the City. All elected officials serve four-year terms. Under the Mayor’s direction, the City Administrator provides managerial oversight and direction to the City staff. The City of Sun Valley has a total budget of \$6.7 million supporting the police, fire, street, community development, and administration departments. A total of 28 full-time employees and 22 part-time employees (primarily paid on-call firefighters) work for the City.

Sun Valley Resort is the City of Sun Valley’s major business and leading employer with approximately 500 year-round employees. The health-service needs of the Sun Valley community are served principally by St. Luke’s Wood River Medical Center, a full-service facility with 24-hour emergency care, located approximately ¼ mile south of the Sun Valley city limits.

Public schools serving Sun Valley, although located outside the city, are: Wood River High and Middle Schools (Hailey), Ernest Hemingway Elementary School (Ketchum), Hailey Elementary School (Hailey), Woodside Elementary School (Hailey) and Bellevue Elementary School (Bellevue). The Community School, a private preparatory school, is located in Sun Valley and enrolls approximately 390 students in grades pre-K through 12; its facilities include a gymnasium, 220-seat theater, and regulation soccer fields that are available for community use. Several private pre-schools and kindergartens, including a Montessori school, are operated in Ketchum and Hailey. The College of Southern Idaho operates a satellite program in Hailey and offers Associate of Arts Degrees and adult education courses.

### **ABOUT THE COMMUNITY DEVELOPMENT DEPARTMENT:**

The Community Development Department is comprised of three full-time and two part-time employees and operates with an annual budget of approximately \$500,000. The primary responsibilities of the Department include current, long-range, and special project planning along with the functions of code enforcement, building permit review and economic development. Current major projects include development in the White

Clouds, Lane Ranch North, and Lane Meadows subdivisions, as well as Sun Valley Resort's dormitory project. The Department ensures that any physical and economic growth preserves the vision of preserving the unique character of Sun Valley.

**ABOUT THE ASSISTANT PLANNER POSITION:**

The City of Sun Valley is seeking to hire an Assistant Planner who will assist primarily with current planning duties. These responsibilities may include assisting with current development application review; reviewing and processing land use applications; coordinating application review among the respective City departments; conducting field investigations; preparing staff comments, findings and recommendations on development applications; presenting applications at public meetings; maintaining files, records and minutes; and conducting research as may be required from time to time. The Assistant Planner will respond to public inquiries and assist other City departments by providing planning information as requested.

The City updated its Comprehensive Plan in 2015 and, as a result, there will be less long-term planning duties for the Assistant Planner at this time. On occasion, the Assistant Planner may assist with implementation of the Comprehensive Plan action items by researching and developing information, strategies, analyses and recommendations.

**SUPERVISION RECEIVED:**

Serves under the direction of Community Development Director.

**SUPERVISION EXERCISED:**

None.

**DISTINGUISHING CHARACTERISTICS OF CLASS:**

Key traits are the ability to work independently as well as part of a team, establish priorities and organize own workload, and maintain effective working relationships with the public and other employees. This position must be able to address complaints and problems courteously, deal effectively with several situations at one time, and be responsive to frequent interruptions and deadlines.

**EXAMPLES OF WORK:**

- Receives and processes applications for the department and coordinates application review among the relevant City departments as needed.
- Evaluates proposals and applications for compliance with the City's zoning code, design guidelines, and Comprehensive Plan.
- Prepares staff comments, findings and recommendations on development applications and presents applications and recommendations at public meetings.
- Responds to public inquiries and provides information relating to departmental policies and procedures.
- Assists City departments by providing planning information as requested.
- Undertakes staff research and prepares recommendations, findings or planning information using a variety of software, including Word, Excel, and Access.
- Establishes and maintains departmental files, permits and records.
- Assists with the implementation of the Comprehensive Plan by researching and developing information and making recommendations as appropriate.

**REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

Knowledge of rules of effective English usage and grammar; general office practices and procedures or secretarial techniques; general knowledge of land use planning terminology and practices; familiarity with the Idaho Local Planning Act. Excellent verbal and written communication skills, detail-oriented, operation

of Windows based software, (word processing, spreadsheets, database management); familiarity with ArcView/ArcMap GIS software, public presentation, research and analysis and development and maintenance of organizational systems. Ability to independently research assigned problems; organize material from various sources; address complaints and problems courteously; accurately classify, file and retrieve materials and documents; read and comprehend maps and development plans; maintain effective working relationships with the public and other employees; establish priorities and organize own workload.

#### **LICENSE**

Possession of a valid Idaho Class “D” driver’s license and the ability to maintain it as a condition of continued employment is required.

#### **PHYSICAL REQUIREMENTS**

Vision adequate to operate vehicles and office equipment, read instructions and follow directions; hearing adequate to converse on the telephone and in person; body mobility adequate to drive and perform required office duties including reaching and bending for files and related office items; use of hands and fingers adequate for operating vehicles, writing, typing, computer, copier, and fax machine and related functions; ability to lift office files, binders and small office equipment, as needed.

#### **SALARY RANGE & EMPLOYEE BENEFITS**

\$47,500 – \$64,000 DOQ; Medical, dental, and vision insurance; paid vacation leave, sick leave, personal leave and holidays; annual wellness benefit; and a housing allowance for qualifying applicants.

**REQUIRED EDUCATION AND EXPERIENCE:** A Bachelor’s degree in land use planning, geography, architecture, public administration or a related field. One year of experience in conducting research and analyzing issues related to land use planning, reviewing maps and development plans, speaking in public and using presentation skills or any equivalent combination of education and experience which demonstrates the knowledge, skills, and abilities to perform the above duties or any. A Master’s degree in land use planning or a related field may be substituted for the one year of required planning experience.

#### **TO APPLY:**

Please submit letter of interest, resume, completed City application with Veteran’s Preference Form, writing sample, and a confidential list of references to [hr@sunvalleyidaho.gov](mailto:hr@sunvalleyidaho.gov) or City Administrator, City of Sun Valley, P.O. Box 416, Sun Valley, ID 83353. Position open until filled; first review Monday, June 11, 2018. City application and Veteran’s Preference Form may be found at [www.sunvalleyidaho.gov](http://www.sunvalleyidaho.gov).

***The City of Sun Valley is an Equal Opportunity Employer; preference will be given to qualified veterans.***