



CITY OF MIDDLETON

P.O. Box 487, 1103 W Main Street, Middleton, ID 83644
208-585-3133 Fax (208) 585-9601
citmid@middletonidaho.us
www.middleton.id.gov

Job Announcement

Position: Community/City Planner

Recruitment: Until filled

FLSA Classification: Non-exempt

Wage Rate Range: \$50,000 - \$65,000 DOE

Benefits: Paid vacation and sick leave, PERSI retirement, and health insurance (medical/ dental). Vision, life and disability insurance coverage is optional at employee's expense.

Responsibilities:

- Review building permit applications for zoning compliance,
- Use the Middleton City Code to answer a variety of questions from residents and others about land use, subdivisions, businesses, signage, floodplain, procedure, etc.,
- Process applications, and prepare and distribute public hearing notices, staff reports, and findings of fact, conclusions of law and recommendations or decisions,
- Attend and present information at meetings/hearings before the Planning and Zoning Commission and City Council,
- Participate in the annual review of City Code,
- Assist in updating the City's maps and plans,
- Community planning involvement
- Code enforcement and
- Additional duties as assigned.

Work Shifts: Days, 8:00 a.m. – 5:00 p.m., evening meetings as required

Minimum Qualifications

- Three (3) years of experience, during last five (5) years, performing planning, zoning, or planning and zoning activities,
- Community Planning experience preferred
- Read, understand, and apply Idaho and local codes,
- Understand and follow oral and written instructions,
- Professional appearance and conduct,
- Communicate clearly and concisely, both orally and in writing,
- Excellent spelling, grammar, writing, and record-keeping skills,
- Proficiently use a computer (email, internet, word processor, spreadsheet), and
- Be fair and friendly with a smile and optimistic attitude and speech.

HIRING PROCESS: Applicants are required to submit a cover letter, resume and three **professional** references, city employment application, and copies of certification(s) to the City of Middleton, P.O. Box 487, Middleton, Idaho 83644.