

City of Hailey Project Description

JOB TITLE: Resilience Planner/City Planner	AVERAGE HOURS PER WEEK: 40 hours
POSITION: Resilience Planner/City Planner	PAY RANGE: \$55,096-\$65,710
SUPERVISOR: Community Development Director	STATUS: Non-Exempt

GENERAL STATEMENT OF DUTIES

Plans and assists in the execution of City of Hailey’s development planning combined with sustainability, climate protection, climate mitigation and resilience (collectively referred to as sustainability) planning efforts in collaboration with other City departments, regional partners, and community stakeholders. Performs a variety of planning and administrative duties, including accepting and processing development and subdivision applications, code development, interpretation and enforcement and green policy development within the city and the broader community. Plans, informs, educates, and regulates a green community vision.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Facilitates the development and implementation of a regional Sustainability and Climate Action Plan (CAP) in collaboration with Blaine County, the cities of Ketchum, Sun Valley, Bellevue, and Carey, and community stakeholders.
- Participates in city planning activities, program development and implementation efforts to represent city sustainability goals and initiatives. Performs a variety of sustainability and planning duties related to accepting and processing development and subdivision applications, code development, interpretation, and enforcement. Participates in cross-departmental sustainability initiatives.
- Researches, analyzes, and prepares special reports as assigned and conducts impact analyses and assesses strategy options. Researches new programs, evaluates state and federal legislative initiatives related to sustainability. Drafts model ordinances designed to help achieve sustainability goals for consideration, particularly in the areas of planning and building codes and community design.
- Develops and implements communications strategies to broaden community knowledge in all areas of sustainability. Prepares independent analysis of policy options related to land use and sustainability.
- Manages public processes and facilitates internal and public meetings related to sustainability. Fosters partnerships with internal and external stakeholders and encourages broad community participation. Serves as one of two primary Resilience Team Members who act as points of contact on all City-wide sustainability efforts.
- Develops measurement and reporting framework to demonstrate progress, ensure transparency and accountability, and communicate the cost / benefits to the community. Utilize a cost / benefit model that communicates the environmental, social, and economic benefits of actions and achievements.
- Works collaboratively on projects with other jurisdictions, committees, city department and city staff, communicating effectively and proactively to all Resilience Team members.

- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to remain current on the principles, practices, and new developments in assigned work areas.
- Acts as a community liaison and an information resource on energy efficiency audits and retrofits, renewable energy, and other incentives. Provide community education planning and delivery.
- Participates in a city-wide effort to identify, develop, and secure funding for ongoing and additional climate change mitigation projects.
- Showcase city efforts in climate protection via news media, fliers, brochures, the city newsletter, and city and other websites. Present/speak at local and regional venues and build a strong network throughout the community.
- Represents the city and its interests in dealing directly with public and private agencies and organizations, news media and citizens.
- Receives phone calls and provides general assistance to customers requesting planning information.
- Responds to public questions and comments in a courteous and timely manner.
- Conducts research of city files, city records and meeting minutes as needed.
- Performs emergency management support to ensure continuity of government operations as required.

Desirable Qualifications

- The ideal candidate will be a creative and strategic – a big picture thinker who can provide fresh ideas and effective solutions towards sustainability, service delivery, and productivity. The candidate is expected to possess high quality written and verbal skills and have a core value system that incorporates community loyalty, commitment as a public servant, customer service principals, a high level of ethics and integrity, and an understanding of climate protection policy and mitigation strategies. Well-honed communication and interpersonal skills, and strong organizational, analytical, and problem-solving skills are critical for success in this role.
- This position will participate in annual reporting of indicators outlined in the Comprehensive Plan and Climate Action Plan. Experience with data analysis and data collection methodology is desirable.
- The City of Hailey has a highly participatory citizen base - outreach to the community to help define and refine city initiatives is an important element to the success of the city. Examples of successful community outreach efforts and community-based planning initiatives are desirable.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- A Bachelor's Degree in urban planning, architecture, landscape architecture, environmental science, public administration, or related field.
- A minimum of three (3) years relevant professional work experience, with preferably two (2) years within a local government.
- A combination of education and work experience that provides the necessary knowledge, skills, and abilities to perform the essential job responsibilities.
- Working knowledge of Microsoft Office computer software.
- Excellent independent judgement and diplomacy skills
- Ability to define problems collects data, establish facts, and draw conclusions.
- Ability to present information in a public format clearly and concisely.
- Customer service skills

- Ability to communicate effectively with the public under collaborative or adverse conditions.
- Ability to read, analyze, and interpret technical procedures, governmental regulations, and municipal codes.
- Ability to write reports and procedural manuals.
- Ability to employ honest and respectful communication in all circumstances.
- Ability to do basic accounting and mathematical computations with a high degree of accuracy.
- Ability to compute rate, ratio, and percentages.
- Ability to use the mathematical, maintenance and financial software applications of the City.
- Possession of a valid Idaho Driver's License.

Work Environment

The work environment characteristics described herein 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.

- Most work performed in a fast-paced office setting, with frequent standing or sitting, often for extended periods.
- Some work in a business meeting setting, in person or virtual.
- Occasionally required to visit sites within the community for inspection or code enforcement, walking or driving.
- The employee may be exposed to biohazards including floodwaters.
- Operate a motor vehicle in traveling to and from work sites.
- Take proper safety precautions, anticipate unsafe circumstances, and act accordingly to prevent accidents, use all required safety equipment. Depending on exposure, employee may be required to wear hearing or head protection.

I have read and understand my job description.

Employee Signature

Date

