BINGHAM COUNTY

Is Recruiting for the Position of

Planner

November 3rd 2026

Salary: Starts at $21.25/hour – $23.89/hour - DOQ/DOE
Full time - County Benefits Included:
Including 13 Paid Holidays/6 Weeks Paid Parental Leave, Health Insurance, Public Employee Retirement System of Idaho (PERSI)
Closing Date: Open Until Filled

Pay Grade: N18 FLSA Designation: Non-Exempt

Purpose of Class/Primary Function

The principal functions of an employee in this class are to help administer and enforce the County's zoning and land use ordinances and regulations, to provide a variety of skilled technical and GIS mapping duties, perform code enforcement duties, perform preliminary plan review and technical on-site building inspections to ensure compliance with County ordinances and state and other applicable building codes when scheduling requires additional field inspections. The job requires effective customer service and communication skills to prepare staff reports, respond to complaints, explain regulations, and seek compliance, sometimes in controversial situations and field work. The work is performed under the general supervision of the Planning and Development Director with some latitude allowed for independent judgment and initiative. The principal duties of this class are performed in a general office and field environment and may include exposure to adverse weather conditions. Reasonable accommodations will be considered for qualified individuals with disabilities to perform the essential functions of this role.

Essential Duties and Responsibilities (will vary by assignment)

Zoning Duties:

- Processes planning and zoning permit applications, including reviewing application documents and performing site visits;
- Prepares mailings, radius notices, and public notices, mailing each in a timely manner;
- Monitors the zoning application process to ensure follow-up and completion;
- Assists the Planning and Development Director with administrative and other duties;
- Assists in reviewing plats, surveys and site plans in accordance with County codes;
- Performs field inspections and posts notices relating to zone changes, conditional use permits, variances and other special land use cases taking photographs and preparing presentations and staff reports for the Planning & Zoning Commission;
- Provides assistance to the public, answers inquiries, and offers technical support;
- Attends and prepares meeting room for Planning & Zoning monthly meetings;

GIS Duties:

- Maintains all GIS and data files associated with Planning & Zoning by editing and entering map data;
- Designs and updates databases for various projects such as Original Parcel Layer, Division Rights, LOMA/LOMR layers, and P&Z applications, etc.;
- Assists other County departments in implementing and using GIS systems and data;
- Creates and maintains the Official Zoning Map and coordinates with other GIS divisions to ensure that data layers are kept accurate and current;
- Provides zoning, comprehensive plan, floodplain, site maps, and others as needed;
- Assigns all addresses to new residential construction in the County and provides support data to local post offices, 911, Assessor's Office and other GIS divisions.

Enforcement and Other Duties:

- Perform investigations and field inspections relating to complaints or violations of zoning and other land use regulations and resolves the issues;
- Perform review of building and construction plans and on-site building inspections for compliance with County and other applicable building codes, including but not limited to structural, mechanical, health, fire safety, and other applicable codes, when needed;
- Documents on-site inspections, including violations and all records including inspection reports and correspondence with affected parties on compliance efforts;
- Develops and maintains information files of complaints, inspections, reports, findings, violations, enforcement actions, correspondence, hearings and appeals, and related documentation;
- Initiates legal proceedings in coordination with County legal and enforcement staff;
- Conducts regular code and ordinance reviews, makes recommendations for enforcement, amendments, and updates;
- Advises and educates the public on violations, compliance, and other aspects of the codes and ordinances;
- Presents testimony and evidence in reviews, hearings, and court cases;
- Helps with customers at the counter with Building permits, Zoning permits and Agricultural-Exempt permits as needed;
- Performs other related duties as required.

Competency Requirements

Knowledge of:

- Urban planning including subdivision, zoning, and land use regulations;
- Methods, procedures, equipment, standard practices and objectives of GPS, GIS and mapping;
- Methods, standard practices, and objectives of project management;
- County, state, and other applicable zoning, land use, public nuisance, building code, general health, environmental, and related codes and ordinances;
- Standard practices and procedures for field inspection;
- Public relations and education, communication, and customer service principles, techniques, and objectives;
- Investigative methods, techniques, and objectives, including record-keeping;
- Mitigation and enforcement methods and techniques, including notification, voluntary compliance, administrative hearing, and legal proceedings;
- Conflict resolution methods;
- Methods, techniques, and objectives of preservation of evidence, chain of custody, and court and hearing testimony and evidence presentation.

Ability to:

- Prepare and interpret GPS, GIS and mapping documents; Investigate and document code and ordinance violations;
- Tactfully explain guidelines, regulations, policies, enforcement code and ordinances
- Maintain strict confidentiality and impartiality;
- Perform all work duties and activities in accordance with County policies, procedures, and safety practices;
- Prepare oral and written reports and maintain files and;
- Understand and follow oral and written policies, procedures and instructions;
- Operate standard office equipment, including a personal computer using program applications appropriate to assigned duties;
- Operate a motor vehicle;
- Work independently;
- Communicate effectively and establish and maintain working relationships with other employees, the public, property owners, and other interested and affected parties;
- Communicate effectively both orally and in writing;
- Multi-task;
- Make sound and reasonable decisions in accordance with laws, ordinances, regulations, and established procedures;
- Perform time management and set project priorities;
- Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- High school diploma or GED equivalency is required; and
- Formal training in Urban Planning, Geography, or related field preferred; and
- Two (2) years GIS experience preferred; and
- Two (2) years experience in municipal code enforcement preferred; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Special Qualifications

- A valid Idaho driver's license is required.

Essential Physical Abilities

- Sufficient clarity of speech and hearing which permits the employee to discern verbal instructions and communicate effectively with others in person and by telephone;
- Sufficient visual acuity which permits the employee to comprehend written work instructions, technical documents, review maps and diagrams;
- Sufficient manual dexterity, which permits the employee to operate standard office equipment, including a personal computer, and a motor vehicle;
- Sufficient personal mobility, flexibility, strength, and agility to work in an office environment that requires sitting for long periods of time and to perform field inspections that may require maneuvering through unfamiliar or uneven terrain.
- Jobs in this class require, lifting or moving up to 25 pounds frequently and up to 50 pounds occasionally. The employee is regularly required to stand and sit for extended periods.

Benefits

Bingham County offers a highly competitive benefits package including membership in the Public Employee Retirement System of Idaho (PERSI), paid time off, holiday pay, paid parental leave, as well as medical, dental, vision and life insurance. If you would like to view all of the benefits Bingham County offers our full-time employees, please visit our website: www.binghamid.gov , then click on Human Resources and that will take you to our web page and on the left side you will see "Employee Benefits", if you click on this you will see our Benefits page.

How to Apply

A job description and the ***Application*** may be picked up at the Bingham County Courthouse, Department of Human Resources, Room 223 or you may find the application on our website: www.binghamid.gov. When you have completed the ***Application*** and have attached all of the required documentation, you may submit it by bringing it to the address listed above, or you may mail it to this address: 501 N Maple #202, Blackfoot, Idaho 83221. If you choose to mail it, it must be received in the office by 4.00pm on closing day, if there is one. You may also fax the paperwork to (208) 782-2681 or email it to L.Pope: lpope@binghamid.gov by the closing date and time.

Items that must be attached to the Application

Valid Idaho Driver's License

If your application is not complete or doesn't have the required documentation, you will not be considered for this job posting.