



CITY OF SODA SPRINGS IDAHO

JOB ANNOUNCEMENT

CITY PLANNER/ PROJECT COORDINATOR

THE POSITION

Come join our team, where, with collaboration from the Mayor and the Director of City Services, you will coordinate and interface with city infrastructure projects and planning. The City Planner will have latitude to grow the position, working with local industry and community partners to bring change to our city. Located in beautiful southeast Idaho, Soda Springs has tremendous outdoor recreation opportunities year-round. Soda Springs is a vibrant, small-town, neighborly atmosphere with several growth opportunities and a quality of life second to none. Fish, hunt, bike, r2r ride, snowmobile, hike & walk all within 5 minutes of town. Boasting a year-round city recreation program, Soda Springs has various sports for youth as well.

MINIMUM QUALIFICATIONS

Three (3) years of increasingly responsible experience, preferably in a municipal setting.
-or- any satisfactory equivalent combination of education and experience which demonstrates the knowledge, skills and ability to perform the above-described duties will be considered.

SPECIAL REQUIREMENTS

Willingness to reside in or within 15 miles of, the City of Soda Springs
(1 year grace period)

TYPICAL DUTIES

1. Provide land use planning and assist with capital improvement planning, including departmental priorities established by the Mayor and/or the City Council.
2. Plan, develop, and manage various project or job budgets and monitor expenditures.
3. Coordinate City services and information related to proposed subdivisions and/or developments.
4. Assist with the development, management, and implementation of the Comprehensive Plan, Development Code, and other long-range plans and projects.
5. Understand and explain the City and department codes and regulations, plans, and policies for elected officials, staff, and the public.
6. Evaluate, develop, assist, and implement programs and procedures that maximize coordination and quality of results for all aspects of City projects.
7. Attend and report at City Council meetings as necessary. Prepare reports and recommend resolutions for review and Council action.

8. Maintain professional knowledge of current developments within the field by attending conferences, reviewing technical reports and journals, and meeting with other professionals.
9. Preside and provide technical support to Planning and Zoning Commission Meetings.
10. Represents City on various committees.

PREFERRED QUALIFICATIONS

- Working knowledge of principles and practices of planning, project management, municipal code requirements.
- Working knowledge of City Code and procedures affecting planning, zoning, and related operations of the City
- Working knowledge of standard office equipment; personal computers and related programs, i.e. spreadsheets and word processing
- Ability to read building and site plans and ability to perform mathematical computations
- Travel required in course of performing portions of job function
- Education, training, certifications and skills providing incumbent the ability to understand and perform responsibilities and tasks.
- Strong Project management and analytical skills
- Related college course, degree or training and or experience

SALARY

- **Starting Salary:** \$26.44 to \$36.05 hourly, depending on qualifications and experience
- **Terms:** Full-time, 40 hours per week, Monday through Friday, non-exempt with benefits

BENEFITS OF EMPLOYMENT

Medical/Prescription/Vision/Dental Insurance (Premiums: 84% City and 16% Employee)
Retirement/Pension: PERSI (Public Employee Retirement System of Idaho)
Sick Leave
Basic Life Insurance
Ten (9) Paid Holidays and (3) floating holidays
Paid Time Off (PTO includes vacation and sick leave) -- fifteen (15) days accrued annually plus, Short-Term and Long-Term Disability

APPLICATION PROCESS

To apply, please email a cover letter describing how your experience prepares you to succeed in this role, a current resume, and a completed Employment Application to:

andrea@sdaspringsid.com

The City of Soda Springs will accept applications for this position until **March 2, 2026, 5:00 PM.**

WORKPLACE ACCOMMODATIONS NOTICE

The City of Soda Springs Idaho is an equal opportunity employer and does not discriminate on the basis of race, religion, color, gender, age, national origin, disability, veteran status, sexual orientation, gender expression, or any other classification protected by law.