



City of Idaho Falls Planner I

SALARY	See Position Description	LOCATION	Idaho Falls, ID
JOB TYPE	Full-Time	JOB NUMBER	2025-1031
DEPARTMENT	Community Development Services	DIVISION	Planning & Buil/Plan, Building/General Government
OPENING DATE	10/31/2025	CLOSING DATE	Continuous

General Purpose

The City of Idaho Falls is accepting applications for Planner I. In this position you will Perform a variety of professional and technical duties at the working level related to land use planning and zoning. Also carries out tasks aimed at expediting the processing of land use applications and assisting engineers, architects, developers, and others throughout the development process. Responsibilities may vary by assignment but typically include reviewing development proposals for consistency with adopted standards and regulations and providing staff support and reports to various boards and commissions.

Supervision Received

Works under the general supervision of the Assistant Planning Director and Building Official.

Supervision Exercised

None.

The City of Idaho Falls is excited to offer an excellent opportunity for a qualified individual to join our team as a Planner I.

This position provides a competitive hourly wage ranging from \$25.75 to \$29.90.

Applicants who hold a professional planning certification such as AICP (American Institute of Certified Planners) or equivalent may be considered for a higher classification level, with a **pay range of \$28.00 to \$32.51 per hour**, depending on experience and verification of credentials.

In addition to competitive wages, the City offers a robust benefits package that includes health, dental, and vision insurance, retirement contributions, paid holidays, and generous vacation and sick leave.

The position will remain open until filled, with the first round of interviews beginning on November 19th.

Essential Functions

Reviews site plans and zoning permit applications to assure compliance with zoning requirements such as use, bulk, placement, and parking ratios. Also reviews such applications and supporting documents for completeness and sufficiency of information. Authorizes issuance of Certificate of Occupancy for zoning compliance after final inspection. May review building plans for the same information as necessary. Will also occasionally review subdivision plats to assure compliance with subdivision and zoning ordinance requirements.

Acts as a liaison between the planning division and contractors, designers, and building owners. Responds to questions from residents and contractors concerning zoning and related ordinances in person, by telephone, or correspondence.

Assists in long-range planning duties as required, generally in research, data collection, code development, and some writing and layout. Assists with code development as required.

Receives and reviews variance applications for the Board of Adjustment; serves as a staff advisor to Board of Adjustment; prepares staff reports, presentations, and reasoned statements of relevant criteria and standards for Board of Adjustment. Also receives and reviews conditional use permit applications and prepares staff reports, presentations, and reasoned statements of relevant criteria and standards for such applications. Assists the GIS Analyst/Planner II in preparing basic maps for land use applications. May also review and create reports, presentations, and reasoned statements of relevant criteria and standards for other land use applications such as annexations, initial zonings, rezones, planned unit developments, etc.

Performs routine office tasks in designated program areas, including data entry, file management, copying and answering telephone.

Notifies property owners of pending action affecting their or nearby property by composing correspondence.

Assists in maintenance of the department website including posting agendas, minutes, news, information and maps.

Performs related duties as required.

Minimum Qualifications

1. Education and Experience:

A. Graduation from an accredited college or university with a Bachelor's degree in Urban and Regional Planning, Environmental Planning, Public Administration, or a closely related field;

AND

B. One (1) year of progressively responsible experience in planning or a related field;

OR

C. An equivalent combination of education and experience.

2. Preferred Qualifications:

Possession of a professional planning certification, such as AICP (American Institute of Certified Planners) or an equivalent credential, is preferred.

3. Knowledge, Skills, and Abilities:

Working knowledge of principles and practices of planning, basic code requirements, considerable knowledge of interpersonal communication skills and telephone etiquette. Working knowledge of legal system and procedures affecting planning, zoning, and related operations of the City. Working knowledge of standard office equipment; P.C.'s and related programs, i.e. spreadsheets and word processing. Ability to learn department's automated tracking system. Some knowledge of graphic programs such as SketchUp and Adobe Creative Suite is preferred.

Ability to communicate effectively, verbally and in writing; ability to read building and site plans; ability to perform more advanced mathematical computations including statistical, algebraic, and geometric, ability to develop effective working relationships with supervisors, fellow employees, contractors, inspectors and the public. Ability to work on several projects or issues simultaneously.

4. Special Qualifications:

Must possess a valid Idaho driver's license.

Work Environment

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity required to perform essential job functions but may be accommodated. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Regular travel required in course of performing portions of job functions.

Employer

City of Idaho Falls

Address

700 Park Avenue
PO Box 50220
Idaho Falls, Idaho, 83405-0220

Phone

208-612-8518

Website

<http://www.idahofallsidaho.gov/>

Planner I Supplemental Questionnaire

*QUESTION 1

What best describes your level of education?

- ☐ Some High School
- ☐ High School Diploma or GED

- ☐ Some College/Vocational Training
- ☐ Associate's Degree
- ☐ Bachelor's Degree
- ☐ Master's Degree or Higher

***QUESTION 2**

Select the option that best describes your years of related work experience. Make sure your answer is supported in the Employment History section of the job application.

- ☐ None
- ☐ 1 Year
- ☐ 2 Years
- ☐ 3 Years
- ☐ 4 Years
- ☐ 5 Years or More

***QUESTION 3**

Do you Possess a professional planning certification such as AICP (American Institute of Certified Planners) or equivalent credential.

- ☐ Yes
- ☐ No

* Required Question