



**CITY PLANNER  
(PLANNING MANAGER)**

**\$78,332 - \$108,243**

*Plus Excellent Benefits*

*Apply by*  
**September 19, 2021**

***P*ROTHMAN**



## THE COMMUNITY



Nestled in the northern panhandle of Idaho, the City of Sandpoint is known for its magnificent lakes, stunning mountains, vast forests, and vibrant community. Sandpoint is just 63 minutes south of the Canadian border, 46 miles from Coeur D'Alene, Idaho, and 72 miles from Spokane, Washington. This gem of an area is a wonderful place to live, work, and do business! Sandpoint offers breathtaking parks, eclectic downtown areas, upscale dining and retail, and a variety of entertainment venues. The City of Sandpoint has a population of just under 9,000 and is the county seat and largest city in Bonner County. The city is snuggled at the base of three mountain ranges which offers year-round outdoor recreation from hiking and biking to skiing and snowboarding. This charming city is located right on the banks of Lake Pend Oreille, the largest lake in Idaho at 43-miles long and is the fifth deepest lake in the United States. The city is the largest along lake Pend Oreille, which attracts a large number of tourists and seasonal residents. It is also home to some of the most innovative companies in the State of Idaho and thriving industries such as aerospace, biomedical, software development, food production and manufacturing. The city is home to the Sandpoint Airport which is operated by Bonner County and has the second largest economic impact of all airports in the state, only trailing the Boise Airport. Sandpoint is home to Bonner General Hospital, a state-of-the-art library and offers high speed fiber broadband to businesses and residences. The diverse Historic Downtown District offers an abundance of locally owned businesses such as retail shopping and a variety of restaurants.

Just nine miles from Sandpoint, Schweitzer Mountain Resort is a renowned regional destination that offers 2,350 acres of skiable terrain. Both Schweitzer and Sandpoint attract tourists from across the nation for its unlimited recreational opportunities. During the winter months, Schweitzer offers both locals and visitors opportunities for skiing, snowboarding, and snowmobiling. During the fall, spring, and summer seasons, local activities include water sports, golf courses, bicycling, hunting, fishing, horseback riding, hiking, mountain biking, and wildlife viewing.



## THE CITY

Established as a city in 1907, the city of Sandpoint operates on a FY 2021-22 budget of \$40,597,539 including a general fund of \$19,559,196 with approximately 113 FTEs. The City operates under a mayor-council form of government, with six council members; one of whom serves as the Council President. The City also has six officials who are appointed by the Mayor and affirmed by Council, including a City Administrator.

The City is divided into six divisions: Central Services, Infrastructure and Development Services, Parks Recreation and Open Space, Utilities and Public Safety. The Central Services division includes the City Clerk, Contracts and Purchasing, Financial Services, Grants/Performance Management, Human Resources/Risk Management, Information Technology, GIS and Legal Services. The Infrastructure and Development Services Division oversees and supports all aspects of public and private development, including long-range and short-term planning, permit processing, code interpretations, fire prevention support services, land use regulations, multi-modal transportation standards and maintenance, and capital project oversight/implementation. The Parks Recreation and Open Space Division plans, manages and operates all City parks, open spaces, trails, buildings and grounds as well as arts, culture and historic preservation planning and programming. The Public Safety Division includes Police and Fire Services.



## THE DIVISION

The Infrastructure and Development Services (IDS) Division oversees and supports the Engineering, Maintenance, Planning and Building, and Streets service groups. IDS functions with a total of 13.90 FTEs, on a FY 2022 budget of \$2,363,004, plus capital projects. The Planning and Building Services group has 5.65 FTEs and a FY 2022 Budget of \$689,678. This service group assists property owners, developers, and the public in matters related to the use and development of private property. This includes providing information on the regulations and guidelines that apply to property and projects; reviewing and processing of zoning applications; processing land use entitlements for private and public development proposals; performing environmental review associated with development proposals; reviewing plans for compliance with building and fire codes and performing building inspections/acceptance; and business occupancy use inspections. The Planning and Building Service group is responsible for short term rentals, signage, flood control management, and ADA compliance efforts.

## THE POSITION

Under the direction of the Infrastructure and Development Services (IDS) Director, the City Planner is responsible for the direction and administration of planning programs and related policy development for the City and works in close coordination with other City officials and the broader IDS team to accomplish the City Council's strategic plan and priorities. The City Planner is the primary staff liaison to the Planning & Zoning Commission and educates members of the public and elected officials, compiles data, maintains records, and completes analyses and studies as the basis for policy recommendations.



This position has considerable leeway for the exercise of independent judgement and initiative. The Planner focuses on promoting a positive customer experience within the development services area and providing services to citizens and applicants in an effective and efficient manner.

For a full job description, please view the attachment found [here](#).

## OPPORTUNITIES & CHALLENGES

1. Completion of the update to the 2009 Sandpoint Comprehensive Plan, with the help of consultant services, is at the top of the priority list. The final stage to bringing this 14-element plan is coming up, which includes updating the land use plan and negotiating a new Area of City Impact (ACI) Agreement with Bonner County. The City is looking for its completion and is eager to move into implementing key strategies.
2. The 5-10% annual growth rate that Sandpoint is experiencing brings with it many challenges. Successfully maintaining the community vision and character while adjusting city codes to reflect the current landscape on the ground, creating transportation solutions, balancing parking demand through professional planning, and keeping current permits flowing are some of the ways success in Sandpoint will be accomplished.
3. At one time, Sandpoint was considered a seasonal recreation community. "There is no off-season now." Sandpoint is thriving year-round, with residents that are actively engaged in their community, an abundance of opportunities for investment and lots of outdoor activities that draw visitors every day. The City Planner is a highly visible person in Sandpoint, who is relied upon to support and implement the City Council and the community vision. They will accomplish that with skill and nimbleness to keep competing ideas in balance and focus on a shared future.

## IDEAL CANDIDATE PROFILE

### Education and Experience:

A Bachelor's or Master's degree from an accredited four-year college or university with major coursework in Urban Planning or City/Regional Planning is required. A Master's degree related to planning is preferred. Candidates must have at least eight (8) years of progressively responsible management and administrative experience in local government planning and development, with at least three (3) of which were at a managerial level. Any satisfactory equivalent combination of education, experience and training may be considered. Candidates must possess the American Institute of Certified Planners (AICP) Certification or the ability to obtain within one year of appointment.

### Necessary Knowledge, Skills and Abilities:

- A dynamic sense of presence and a skilled presenter before the City Council and other large and small groups.
- Experience working with a City Council and the Planning Commission to present zoning applications and to build achievable goals.
- Exceptional long-range and current planning knowledge complimented by written and oral communication skills which will be used to clearly communicate the City code, policies and strategic vision to staff, property owners and citizens in a clear and concise manner.
- The ideal candidate will show a confident presence, be a good listener, be accessible and adaptable, and understand the importance of maintaining close and consistent communication with City Administrator, the Director of Infrastructure and Development Services, city staff, and various consultants.
- Political acumen and sensitivity to be effective within a broad range of interests.



- A track record for delivering results, building accountability for staff and consultants while creating a positive working environment characterized by teamwork and innovation.
- The ability to communicate with community members on a timely basis regarding the mission, needs and goals of the city.

### COMPENSATION & BENEFITS

- **\$78,332 - \$108,243 DOQ**
- The City offers eligible employees three medical insurance plan options.
- Dental and Vision Insurance
- Life insurance
- Long Term Disability
- Paid Time Off Program
- 10 paid holidays
- Life Flight Network membership
- Public Retirement System of Idaho (PERSI) & 401K

**For more information on  
the city, please visit:  
[www.sandpointidaho.gov](http://www.sandpointidaho.gov)**

The City of Sandpoint is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **September 19, 2021** (first review, open until filled). Application materials will only be accepted electronically. To **apply online**, go to [www.prothman.com](http://www.prothman.com) and click on "Open Recruitments", select "City of Sandpoint, ID – City Planner", and click "Apply Online", or click [here](#). Cover page top middle photo by Eric Skinner.



[www.prothman.com](http://www.prothman.com)

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