

Position Summary

The **Planning & Zoning Administrator** is responsible for managing and coordinating all land-use planning activities for the City of Rigby. This position oversees subdivision and development review, zoning administration, ordinance interpretation, long-range planning, and support for the Planning & Zoning Commission and City Council. Work involves frequent public contact, technical review of development proposals, and ensuring compliance with Idaho State Code and City ordinances.

This is a **full-time, professional position** requiring strong organization, communication, and independent decision-making skills.

Essential Duties & Responsibilities

Planning & Development Review

- **Review development applications** including subdivisions, zone changes, conditional use permits, variances, annexations, and site plans.
- **Ensure compliance with City zoning ordinances**, subdivision regulations, and Idaho Local Land Use Planning Act (LLUPA).
- Coordinate with developers, engineers, surveyors, and property owners to resolve code issues and clarify requirements.
- Maintain accurate records of applications, approvals, and land-use decisions.

Public Meetings & Commission Support

- Prepare staff reports, findings of fact, maps, notices, and recommendations for the **Planning & Zoning Commission** and **City Council**.
- Attend and staff all P&Z Commission meetings; present agenda items and answer technical questions.
- Attend **City Council** meetings when Planning & Zoning items are on the agenda or when requested.
- Draft public hearing notices and ensure proper publication and mailing in accordance with Idaho Code.
- Provide guidance to elected and appointed officials on planning, zoning, and land-use topics.
- Attend **County** meetings that impact the City of Rigby, including Jefferson County Planning & Zoning hearings when relevant.

Ordinance & Policy Administration

- Interpret and apply zoning, subdivision, and development ordinances.
- Recommend updates to City Code, zoning maps, and development standards.

- Assist with long-range planning efforts including the Comprehensive Plan and growth-related studies.

Customer Service & Public Assistance

- Provide information to the public regarding zoning districts, permitted uses, setbacks, subdivision requirements, and development processes.
- Assist residents, businesses, and developers with navigating the permitting and approval process.

Interdepartmental Coordination

- Work closely with Public Works, Building Department, Fire District, City Clerk/Treasurer, and City Attorney on development-related matters.
- Coordinate review of plats and infrastructure requirements.
- Participate in pre-application meetings with developers and staff.
- Coordinate with Jefferson County departments such as Planning & Zoning, the Assessor's Office, and Public Works on development and land-use matters that affect the City of Rigby.

Minimum Qualifications

Experience

- Experience in municipal planning, zoning administration, or land-use regulation preferred.
- Knowledge of Idaho land-use laws (LLUPA) strongly preferred.

Knowledge, Skills & Abilities

- Working knowledge of zoning, subdivision, and land-use principles.
- Ability to read and interpret maps, plats, legal descriptions, and engineering drawings.
- Strong written and verbal communication skills, including public presentation.
- Ability to manage multiple projects, deadlines, and public inquiries simultaneously.
- Proficiency with GIS, mapping tools, and basic office software.
- Ability to work independently and exercise sound judgment.

Working Conditions

- Primarily office environment with occasional field inspections.
- Evening meetings required for Planning & Zoning Commission, Rigby City Council and county-level meetings or hearings that involve land-use decisions affecting the City.
- Regular interaction with the public, developers, and elected officials.

Salary & Benefits

Competitive salary based on experience, plus full City of Rigby benefits including PERSI retirement, health insurance, paid holidays, and leave.

Application Process

Submit a City of Rigby employment application, résumé, and cover letter to the City Clerk/Treasurer's Office. **Applications will be accepted from June 29 through July 10, 2026.**