



PLANNING ASSISTANT

\$14.43 - \$17.75 per hour

Application Available at www.cityofhaydenid.us
Under "I Want to Apply" click on Employment

The City of Hayden is an Equal Opportunity Employer. Veterans Preference is given.

Under the general supervision of the Community and Economic Development Director, this position provides zoning and development information to the public, assisting with the business and alcohol licensing processes, reviewing and processing sign permits, architectural reviews, land use, boundary line adjustment and minor subdivision applications. Competitive candidates will possess:

- Associates or technical degree with some training and/or education related to Communications, Office Technology, Business Administration, Paralegal, Planning, Economics, Geography, Architecture or Engineering
- 3 years of experience working in an environment that is either a governmental operations or a private business with a focus on customer service within a regulated environment.
- An equivalent combination of education, training, and experience necessary to successfully perform the duties and fulfill the responsibilities of the position.
- Only apply if you are looking for the opportunity to advance further in a Planning career.

For a complete job description and application, visit our website at www.cityofhaydenid.us, e-mail HR@cityofhaydenid.us, or call 208-209-1093.

BENEFITS The City of Hayden offers an excellent benefits package that includes medical/dental/vision insurance, Paid Time Off (PTO), PERS of Idaho retirement, an EAP program, and eleven paid holidays. Optional benefits programs for accident/ disability insurance, additional voluntary retirement contributions through PERSI Choice, and voluntary life insurance with NCPERS are available.

OUR COMMUNITY The City of Hayden, a growing community with a population nearing 14,000, is nestled in scenic Northern Idaho on the timbered and sloping shores of Hayden Lake. Once known as "Hayden Village", the City's rich history began with its official incorporation on June 27, 1955. Its charm enticed families from as far away as Spokane to travel frequently along the electric Coeur d'Alene and Spokane Railway to recreate in the Hayden Lake area and enjoy its simple, natural beauty. Today, Hayden citizens enjoy a quality of life that offers them a sense of community and some of the best recreational opportunities in Idaho with all of the amenities of a larger city close at hand.



Looking forward to great things to come in 2018? Join the City of Hayden and find out why we are one of the Best Places to Work in the Inland Northwest.

