

POSITION: PLANNER I

Posting # 2039-1117jhm

UTAH COUNTY OFFICE OF HUMAN RESOURCES MANAGEMENT, 100 East Center, Suite 3800, Provo, UT 84606
Phone: (801) 851-8158 ♦ Fax: (801) 851-8166 ♦ Email: humanresources@UtahCounty.gov ♦ <http://www.utahcounty.gov/jobs>

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

JOB ANNOUNCEMENT

POSITION: PLANNER I

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*** May underfill as a Planning Technician #3060***

REQUIRED ATTACHMENTS TO APPLICATION:

- College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable

STARTING SALARY: Step 34-\$20.38 – Step 40-\$23.43 per hour, \$1,630-\$1,874 Bi weekly

*** #3060 Step 25-\$16.54-Step 31-\$19.00 per hour, \$1,323-\$1,520 Bi weekly***

Salary will be determined upon experience and or education

Plus benefits package - Step increase available after completing probation and annually thereafter.

OPENING DATE: November 6, 2017

CLOSING DATE: Open Until Filled

All applications received by November 13, 2017 will be screened by the HR Office. Those applications meeting the specified qualifications and additional screening criteria will be referred for a hiring interview. The HR Office will continue to consider qualified candidates, as needed, until the position is filled.

The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months
For additional information see the job description at - - <http://www.utahcounty.gov/jobs>

JOB SUMMARY: Under the general supervision of the Associate Director-Community Development, performs County planning duties relating to zoning, property addresses, census data, and other long-range planning matters.

DUTIES INCLUDE: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Conduct field studies and inspections for code enforcement and surveys to collect original research data for planning projects. Gather and analyze statistical data regarding planning. Act as a technical assistant to various boards and commissions. Review customer applications to appear before various boards. Design and draft graphs, charts, maps, photographs, and other illustrative material.

Direct and participate in field investigations of land use. Coordinate a variety of current planning projects, and provide the public with assistance in current planning matters such as zoning, business licensing, property address, and census data. Issue various land use applications. Review site plans and subdivisions for conformance to development requirements of Utah County. Coordinate information between other County reviewing departments and the applicants. Assist in developing goals and policies and in writing plans. Issue County addresses. Assist in presentations before the Utah County Planning Commission, Board of Adjustment, and County Commission.

EVALUATION AND SELECTION FACTORS INCLUDE:

Knowledge of: computer equipment and programs including G.I.S., current planning issues and trends, and application of various statistical methods.

Skill in: clear and concise written communication, verbal communication and in interpersonal relationships

Ability to: apply zoning ordinances, prepare and present technical reports, plan and organize comprehensive research studies, and maintain cooperative relationships with the public and other County employees.

REQUIREMENTS FOR EMPLOYMENT: Equivalent to a Bachelor's Degree in Planning, Geography, Landscape Architecture, or a similar planning-related field. One (1) year work experience performing civic planning activities. Preference may be given to AICP (American Institute of Certified Planners) planners. Applicants must possess a valid driver license and obtain a valid State of Utah driver license within 60 days of employment. **Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.**

LICENSURE/CERTIFICATIONS: Preference may be given to AICP (American Institute of Certified Planners) planners.

EXAMINATION/SELECTION PROCESS: Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Human Resource Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Human Resource Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Human Resource Department reserves the right to call only the most qualified applicants to any of the examinations.