

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: PLANNING TECHNICIAN

Posting# 3060-0414jhm

REQUIRED ATTACHMENTS TO APPLICATION:

- College transcripts and/or diploma to receive College credit - internet printouts and photocopies are acceptable.

STARTING SALARY: Step 25 \$16.21 hour, \$1,297.00 bi-weekly plus benefits package
Step increase available after completing probation and annually thereafter.

OPENING DATE: March 26, 2014

CLOSING DATE: April 9, 2014

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 general supervision of the Associate Director-Community Development, performs civic planning work at the technician level; provides information to the public and assists with Utah County planning activities relating to zoning, business licensing, property addresses, census data, and other long range planning matters.

DUTIES INCLUDE: Acts as a technical assistant to various boards and commissions by providing data and keeping files on agenda items. Reviews applications to appear before the Utah County Planning Commission and Board of Adjustments. Assists in the issuing of county addresses and business licenses. Submits written clearances for all building permit and other land use applications. Reviews individual requests to determine conformity with current county codes and ordinances, including compliance with the Large Scale Development Ordinance of Utah County. Enforces adopted county ordinances and regulations and cooperates with the county attorney in enforcement proceedings.

EVALUATION AND SELECTION FACTORS INCLUDE:

Knowledge of: computer equipment and programs including GIS; application of various statistical methods; current planning issues and trends.

Skill in: document composition; planning and organizing comprehensive research studies; communicating effectively verbally and in writing;

Ability to: maintain files, records, and reports; coordinate multiple tasks efficiently; prepare and present technical reports; apply zoning ordinances.

REQUIREMENTS FOR EMPLOYMENT:

Equivalent to a Bachelor Degree in Geography, Planning, or a closely related field. Preference may be given to applicants who have completed a planning internship. Equivalent combinations of education and experience may also be considered. **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: Applicant must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

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 Personnel 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 Personnel 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 Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.

