

# UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: PLANNER I  
CLASS CODE: 2039

FLSA STATUS: EXEMPT

EFFECTIVE DATE: AMENDED 3/25/08 (Revised 06/06/2006 version)  
DEPARTMENT: COMMUNITY DEVELOPMENT

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## **JOB SUMMARY**

Performs County planning duties relating to zoning, business licensing, property addresses, census data, and other long-range planning matters.

## **CLASS CHARACTERISTICS**

This is the primary classification level responsible to perform civic planning activities and to provide technical planning assistance.

## **ESSENTIAL FUNCTIONS**

Conducts field studies and inspections for code enforcement and surveys to collect original research data for planning projects.

Gathers and analyzes statistical data regarding planning.

Acts as a technical assistant to various boards and commissions; reviews customer applications to appear before various boards.

Designs and drafts graphs, charts, maps, photographs, and other illustrative material.

Directs and participates in field investigations of applications for variances of the zoning ordinance.

Coordinates a variety of current planning projects, and provides the public with assistance in current planning matters such as zoning, business licensing, property address, and census data.

Issues building permits, business licenses, and bonds.

Reviews site plans and subdivisions for conformance to development requirements of Utah County; and coordinates information between other County reviewing departments and the applicants.

## **ADDITIONAL RESPONSIBILITIES MAY INCLUDE**

Assists in developing goals and policies and in writing plans.

Issues County addresses.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Skill in clear and concise written communication; Skill in and verbal communication and in interpersonal relationships; Knowledge of computer equipment and programs including G.I.S.; Knowledge of current planning issues and trends; Knowledge and application of various statistical methods; Ability to apply zoning ordinances; Ability to prepare and present technical reports; Ability to plan and organize comprehensive research studies; and Ability to maintain cooperative relationships with the public and other County employees.

## **PHYSICAL DEMANDS**

Typically sit at a desk or table; Occasionally walk, stand, or stoop; Occasionally lift, carry, push, pull, or otherwise move objects weighing up to 50 pounds; Use tools or equipment requiring a high degree of dexterity; Regularly drive a motor vehicle; Work for sustained periods of time maintaining concentrated

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attention to detail; Need to distinguish between shades of color; and Travel to local sites for field inspection and code enforcement.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

### **WORKING CONDITIONS**

Work may be performed in an office, library, computer room, or other environmentally controlled room, or at work sites that may require safety attire.

### **EDUCATION AND EXPERIENCE**

Equivalent to a Bachelor's degree in planning, geography, landscape architecture, or a similar planning-related field; and One (1) year work experience performing civic planning activities.

### **LICENSING AND CERTIFICATION**

Must possess a valid State of Utah driver's license. Preference may be given to AICP (American Institute of Certified Planners) planners.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.