



Planner I

Job Description

Department: Public Works
Position: Career Service
Starting Step: 34, Table 14
Supervisory: No
Reports to: Associate Director – Community Development

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.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Conduct field studies and inspections for code enforcement and surveys to collect original research data for planning projects.
2. Gather and analyze statistical data regarding planning.
3. Act as a technical assistant to various boards and commissions. Review customer applications to appear before various boards.
4. Design and draft graphs, charts, maps, photographs, and other illustrative material.
5. Direct and participate in field investigations of land use.
6. 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.
7. Issue various land use applications.
8. Review site plans and subdivisions for conformance to development requirements of Utah County. Coordinate information between other County reviewing departments and the applicants.
9. Assist in developing goals and policies and in writing plans.
10. Issue County addresses.
11. Assist in presentations before the Utah County Planning Commission, Board of Adjustment, and County Commission.

Knowledge, Skills, and Abilities

Knowledge of computer equipment and programs including G.I.S.

Knowledge of current planning issues and trends

Knowledge and application of various statistical methods

Skill in clear and concise written communication

Skill in and verbal communication and in interpersonal relationships

For Office Use Only

Class Code: 2039

Class Title: Planner I

FLSA: Exempt

Effective Date: 11/3/2017

Public Safety: No

Worker's Compensation: County

Background Level: I

Safety Sensitive: No

DOT: No

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

Supervisory Responsibility

This position has no direct supervisory responsibility, but does serve as a coach and mentor for other positions in the department.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate, however, exposure to elevated noise levels during field work may occasionally occur. This job regularly drives a motor vehicle and may travel to local sites for field inspection and code enforcement

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close and far vision, the ability to discern shades of color, and ability to adjust focus. The employee is required to type, file and lift office supplies up to 50 pounds.

Position Type/ Expected Hours of Work

Incumbent must work 80 hours each pay period to maintain full-time status. There is availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Required Education and Experience

1. Equivalent to a bachelor's degree in Planning, Geography, Landscape Architecture, or a similar planning-related field
2. One (1) year work experience performing civic planning activities

Additional Eligibility Qualifications

1. Preference may be given to AICP (American Institute of Certified Planners) planners
2. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment
3. Selected applicants may be subject to, and must pass, a background check

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AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Below is to be completed after an offer has been extended and accepted.

Signatures

This job description has been approved by all levels of management:

Manager _____

Department Head _____

HR Director _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

Employee_____ Date_____

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