

South Jordan City

Job Description

Title: CDBG/Planning Intern
Org Code: 210440
Pay Grade: S-7

Effective Date: 9/19/16
FLSA: Non-Exempt
Workers Comp: Clerical

GENERAL PURPOSE

Provide planning undergraduate and graduate students experience with a Municipal Government organization. While at the City of South Jordan the student will assist the Planning Division by performing a variety of entry-level professional, technical, clerical, and research duties related to division work plans and programs, specifically those associated with long-range planning and the City's Community Development Block Grant program.

SUPERVISOR

Long-Range Planner

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's manager.

Job attendance is required, except for authorized leave.

Conduct research on issues, policies, and concepts pertaining to planning, zoning, and community development;

Assist with processing new plans, text amendments, land use amendments, and rezones.

Review submitted permits, plans, draw requests, and reports to assure compliance with city ordinances and Federal regulations within time guidelines set by the Department; provide signature approval for compliance, deny issuance of permits for non-compliance; cooperate with builders and developers and assist by identifying actions needed to secure compliance.

Assist staff planners in the performance of their duties; including project review and scanning.

Meet with the general public to discuss planning, zoning, and development issues; assist the public to define concerns and present public questions to management; follow up with public to apprise of city policy and decisions.

Conduct monitoring, often through field inspections, of development, construction projects, and service providers to further verify compliance.

May be assigned to write reports, attend meetings, and interact with the public, applicants, contractors, city staff, elected officials, etc.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

Enrollment in a College or University Bachelor or Master Degree program with major course work in urban planning or similar field;

Review Date: 9/19/16

2. Special Qualifications:

Valid Utah Class D Driver's License

3. Knowledge, Skills and Abilities:

A basic and general knowledge of principles and practices related to local government planning and zoning, economics, sociology and community organization as applied to urban planning; planning and zoning and subdivision law, theory and application; the relationship between factors affecting urban planning policy, such as economic, political, sociological, legal, etc.; local government structure and operations, including; research methodology, statistical analysis and evaluation of research data; land use, zoning, federal, state, and local laws; interpersonal communication skills.

Ability to operate a personal computer and Microsoft products.

Ability to work with the public and city staff in a busy and often stressful environment with a professional and positive approach; skill in the art of diplomacy and cooperative problem solving.

4. Working Conditions:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting and reaching. Continuous talking, hearing and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, critical thinking and creative problem solving.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Intern Paid	EEO-4 Class:	Technician
Location:	CDBG	EEOP Class:	Technician
Group/BU:	Part-Time General Pay Plan	Tech-Net Match:	245