

South Jordan City

Volunteer Job Description

Title:	Planning Commissioner/Alt.	Effective Date:	2/10/16
Org:	100400	FLSA:	N/A
Pay Grade:	N/A	Workers Comp:	Clerical

GENERAL PURPOSE

Attend regularly-scheduled public hearings and meetings to study and recommend to the South Jordan City Council amendments to South Jordan City's General Plan, Zoning Map, Development Code and Planning and Land Use Code; and review and approve or deny land use applications including conditional use permits, site plans and subdivisions.

SUPERVISOR

Mayor and City Council

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the volunteer's supervisor.

Attend regular Planning Commission meetings every second (2nd) and fourth (4th) Tuesday of each month while serving in this mayor-appointed position.

Review and prepare for Planning Commission meetings by reviewing agenda and associated reports and information prior to the meetings.

Study and make recommendations to the General Plan, for the physical development of the City. When appropriate, amend, extend or add to the plan or carry any part or subject matter into greater detail.

Make, adopt and certify to the City Council a zoning plan, including the Zoning Map and the text of the Development Code, the Planning and Land Use Code representing the Planning Commission's recommendations for development and land use regulations by districts or zones throughout the City. These regulations may include, and will require the volunteer to consider, the location, height, bulk, number of stories, and size of buildings and other structures; the percentage of a lot that may be occupied; the size of yards, courts and other spaces; the density and distribution of population; and the use of buildings, structures and land for trade, industry, residence, recreation, commercial business, or other purposes.

The foregoing list of functions and duties shall not be construed as all-inclusive and the City Council may give the Planning Commission additional powers and duties, or otherwise amend the Commission's powers and duties under the laws of the state for planning commissions.

May be required to attend training and related meetings, including planning open houses and meetings with the Mayor and City Council.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience: None
2. Special Qualifications:

Must be a resident of South Jordan City.

3. Knowledge, Skills, and Abilities:

Ability to glean relevant information regarding City ordinances and procedures; apply general principles and ordinances effectively; establish goals and priorities; communicate verbally; work effectively with City employees and the public.

Ability to review objectively and without bias administrative land use applications to determine if they meet the City's Development Code and Planning and Land Use Code.

Ability to operate a personal computer and Microsoft and Apple 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. Infrequent local travel in normal course of position responsibilities.

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:	Appointed Stipend	EEO-4 Class:	N/A
Location:	Planning	EEOP Class:	N/A
Group/BU:	Appointed	Tech-Net Match:	N/A