



LONG RANGE PLANNER

Salary:	\$27.11/hour	Opening Date:	1/13/2019
Status:	Part-time	Closing Date:	Open until filled
Work Hours:	Monday- Friday 20 hours per week	Department:	Planning
Work Location:	South Jordan City Hall	Supervisor:	Director of Planning

THE PURPOSE

Perform a variety of complex working level professional and technical duties related to the management of the long-range planning and CDBG/HOME program administration.

MINIMUM QUALIFICATIONS

- A. Bachelors Degree in urban planning, geography, public administration, or related field;
- AND
- B. Four (4) years' experience in planning or related field.

Special Qualifications:
Valid Utah Class D Driver License

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of legal system and procedures affecting planning, zoning and related operations of the city; 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 the budgetary procedures and fiscal management; research methodology, statistical analysis and evaluation of research data; land use, zoning, federal, state, and local laws; interpersonal communication skills.

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.

Communicate effectively verbally and in writing; prepare and present technical reports; performs advanced mathematical calculations; develop and maintain effective working relationships with elected officials, federal agencies, state agencies, local governments, and the public.

Glean relevant information and inform personnel and the public regarding City ordinances and procedures; perform detailed phone conversations with citizens and business owners; contacts with other departments, furnishing and obtaining information; frequent contacts with executives on matters requiring detailed explanations and instructions.

Apply general principles and ordinances effectively; establish goals and priorities; communicate verbally and in writing; work effectively with City employees and the public; creative design and implementation of various City policies and programs; creative solutions to complex development problems.

Ability to negotiate and/or arbitrate solutions for a variety of complex issues and projects with citizens groups, developers, property owners and City Officials.

NOTE: Interested candidates must complete and submit a South Jordan City application and current resume to Human Resources through the website at jobs.sjc.utah.gov. A complete list of essential functions and minimum requirements of this position may be viewed on the job description, which is also located at the above-mentioned website. To request accommodation under Americans with Disability Act please contact the City's EEO Program Manager at 801-254-3742 ext. 1852.

It is the policy of the City of South Jordan to provide equal employment opportunity in City government for all persons; to prohibit discrimination in employment on the basis of race, color, sex, national origin, religion, age, marital status, pregnancy, genetics, or disability

South Jordan City

Job Description

Title:	Long-range Planner (PT)	Effective Date:	11/14/18
Org:	100400	FLSA:	Non-Exempt
Pay Grade:	19	Workers Comp:	Municipal

GENERAL PURPOSE

Perform a variety of complex working level professional and technical duties related to the management of the long-range planning and CDBG/HOME program administration.

SUPERVISOR

Director of Planning

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's supervisor.

Accomplish performance goals established with the employee's supervisor.

Job attendance is required, except for authorized leave.

Assist the Director of Planning's effort to maintain, implement and amend the General Plan, Subdivision and Development Code, and Planning and Zoning Code by: preparing proposals and recommendations; preparing necessary notices, staff reports, and supplemental documentation; and presenting proposals to and training the Planning Commission and City Council.

Conduct research on issues, policies and concepts pertaining to long-range planning and federal block grant funding and present findings to Planning Commission and City Council.

Prepare RFPs, process contracts, and provide project management for products developed by consultants.

Responsible for public outreach associated with long-range planning. Coordinate noticing, logistics and information for public presentations; present information; and organize, analyze, and incorporate feedback into final plans and proposals.

Administer the City's involvement with HUD's CDBG/HOME programs; provide oversight of the consolidated planning process; prepare and submit annual plans, budgets, and reports as required by HUD for review by the City Council, including the associated public noticing and review; manage meetings, training, and oversight of the Staff Working Group; process contracts, environmental reviews, and monitoring of sub-recipients; maintain a familiarity with applicable federal regulations; and coordinate and communicate with HUD, other federal agencies, state, county, and other entities.

Provide HUD block grant funding education and training opportunities, and respond to inquiries from the public, elected officials, and City staff about the CDBG/HOME programs.

Maintain a current understanding of planning and zoning trends, legislative updates, principles, application, and impact; attend training opportunities; and be familiar with related local, regional, state and federal planning activities.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Bachelors Degree in urban planning, geography, public administration, or related field;
- AND
- B. Four (4) years' experience in planning or related field.

2. Special Qualifications:

Valid Utah Class D Driver License.

3. Knowledge, Skills, and Abilities:

Knowledge of legal system and procedures affecting planning, zoning and related operations of the city; 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 the budgetary procedures and fiscal management; 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.

Communicate effectively verbally and in writing; prepare and present technical reports; performs advanced mathematical calculations; develop and maintain effective working relationships with elected officials, federal agencies, state agencies, local governments, and the public.

Glean relevant information and inform personnel and the public regarding City ordinances and procedures; perform detailed phone conversations with citizens and business owners; contacts with other departments, furnishing and obtaining information; frequent contacts with executives on matters requiring detailed explanations and instructions.

Apply general principles and ordinances effectively; establish goals and priorities; communicate verbally and in writing; work effectively with City employees and the public; creative design and implementation of various City policies and programs; creative solutions to complex development problems.

Ability to negotiate and/or arbitrate solutions for a variety of complex issues and projects with citizens groups, developers, property owners and City Officials.

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, discriminating thinking and creative problem solving. Frequent local travel required in normal course of job performance.

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:	Part Time General Pay Plan	EEO-4 Class:	Tech
Location:	Planning	EEOP Class:	Tech
Group/BU:	Part Time General Pay Plan	Tech-Net Match:	