

South Jordan City

Job Description

Title: Director of Planning
Org Code: 100400
Pay Grade: 29

Effective Date: 10/15/2020
FLSA: Exempt/Executive
Workers Comp: Clerical

This is an “at-will” position. The employee or the City may end the employment relationship at any time, with or without cause or explanation.

GENERAL PURPOSE

Support and implement the City’s vision and mission. Manage the day to day operations of the Planning Department in accordance with the City Manager’s direction and Service Values. Direct and administer the City’s planning and zoning programs which involves the formulation, recommendation, installation, modification, and improvement of plans for the City’s financial and physical development. Operate with independence; submit reports and recommendations on a variety of issues for the Office of the City Manager and the City Council; monitor all activities of the City’s development to ensure the City grows and develops in a manner of financial and operational sustainability.

SUPERVISOR

Assistant City Manager

POSITION(S) SUPERVISED

City Planner
Long Range Planning Intern

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee’s manager.

Job attendance is required, except for authorized leave.

Responsible for the effective administration of assigned department and all department activities.

Implement ordinances, resolutions, rules and regulations, directives, and service levels within established budget parameters.

Responsible for planning, organizing, supervising, and directing the operations of the department and for the full and effective use of assigned personnel, equipment, and financial resources.

Establish and maintain department goals, priorities, and work plans consistent with the goals and priorities of the City Council and City Manager.

Assure that all department staff actively and meaningfully engage with other City Teams and Team members in the coordination and performance of all work and activities, in a manner consistent with the City’s Service Values, with the end of accomplishing the mission of the City.

Monitor and advocate the development of local and state enabling legislation as approved by the City Manager’s office and the City Council that would effectively support the development and sustainability of the City.

Formulate, develop, and carry out all Department work within applicable policies including those of the Planning Commission, the City Council, the Appeals and Variance Hearing Officer, and City Administration; also consistent with the City Code and other applicable law.

Prepare and propose long range plans including the City's General Plan and implementation of goals and policies.

Assign planners to the development of major planning projects; provide leadership and follow up to assure most effective outcomes.

Supervise the preparation and/or revision of the zoning ordinance and zoning maps.

Serve as technical advisor to the City Council, Planning Commission, City Manager, and City Teams on local and regional planning and zoning matters; make recommendations based on professional experience.

Give advice to and cooperate with municipal officials, developers, and community organizations in connection with new or contemplated major projects and coordinate projects with RDA and Economic Development employees.

Facilitate and oversee the negotiation and the settling of disputes on major planning and zoning problems.

Administer the collection and filing of data on City demographics, building statistics and coordination with GIS mapping.

Make presentations regarding development issues through audio, visual presentations, and staff reports to City Council, Planning Commission, other governmental agencies, and citizen groups.

Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

Conduct performance evaluations of department employees in accordance with the human resources policies and procedures of the City.

Implement risk management programs required by the City insurance carriers, City risk managers, and City Manager to protect the health, safety, and welfare of City employees and the public; prevent financial loss and reduce insurance premiums; conduct affairs of the department to reduce insurance premiums and reduce the potential for claims and lawsuits against the City.

Maintain spending within the budget parameters established by the City.

Utilize and cooperate with the Staffing Committee to request desired staffing changes during the budget year.

Purchase equipment, supplies, and services in accordance with the purchasing policies and established practices of the City.

Supervise subordinate personnel including hiring, performance management, employee development and training, coaching and initiating corrective action.

Keep informed as to relevant best practices in assigned area of responsibility, and implement or update new practices to strive for continued improvement and excellence.

Submit reports as required detailing activities of the department.

Encourage and coordinate improved community relations and public relations to include promoting neighborhood preservation, beautification projects, other civic programs, and community forums.

Represent and advocate for the City in State and regional planning/development programs, committees, councils, commissions, and educational efforts.

All or a majority of the essential job duties may be performed from a remote location.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Bachelor's Degree from a regionally accredited college or university with major course work in in urban or city planning, landscape architecture, engineering, public administration or related area;

AND

B. Four (4) years of professional experience working in the public sector, with at least two (2) years of managerial experience preferred;

2. Special Qualifications:

Valid Utah Class D Driver's License

Membership in APA (American Planning Association) within six months of hire

AICP Certification (American Institute of Certified Planners) within six months of hire

Membership and association with other planning/development organizations is encouraged.

Successfully complete all required Homeland Security courses including NIMS and ICS training.

3. Knowledge, Skills and Abilities:

Knowledge of public sector laws and regulations.

Knowledge of demographics, land use analysis, sustainability, planning/development trends and techniques, economics, and municipal finance as applied to city planning; principles and practices of engineering and physical design as related to city planning.

Knowledge of principles and practices of public administration and of the limits of public action.

Ability to resolve complex issues, in a legally defensible, consensus building manner, and ability to develop and communicate new policies and procedures.

Ability to learn and implement departmental policies and procedures.

Ability to operate a personal computer and Microsoft products.

Ability to communicate information and ideas clearly and concisely, in writing and verbally.

Ability to evaluate plan alternatives in relation to trends, costs, and social pressures and needs.

Ability to organize and administer the functions of a Planning Department, including planning and building divisions.

Skill in creating reports as needed using Microsoft software, including Word and Excel.

Skill to read, interpret, and apply laws, rules, and regulations, and policies.

Skill in working with others and establishing strong communication with city employees and the general public.

4. Working Conditions:

Minimal physical effort, comfortable working conditions, and handling of light to moderate weights. Intermittent sitting, standing, stooping, bending, lifting, and walking. Subject to extended exposure to computer visual display terminals. Considerable exposure to stressful situations as a result of human behavior and deadlines. 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. Frequent local travel required in course of performing portions of job functions. May be required to work non-traditional hours.

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

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| Job Class: | Clerical Exempt | EEO-4 Class: | Official/Admin |
| Location: | Planning | EEOP Class: | Official/Admin |
| Group/BU: | General Pay Plan | Tech-Net Match: | 365 |