

South Jordan City

Job Description

Title: Planner I
Org: 100400
Pay Grade: 13

Effective Date: 10/15/2020
FLSA: Non-Exempt
Workers Comp: Municipal

GENERAL PURPOSE

Perform a variety of entry-level professional and technical duties related to implementing department work plans and programs and monitoring community compliance with established planning, zoning and development ordinances. Be the first contact at the front counter to guide the customer through the planning process, procedures and laws.

SUPERVISOR

City Planner

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's supervisor.

Job attendance is required, except for authorized leave.

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.

Provide consistent and accurate information to customers regarding land development and regulations. Be the first contact at the front counter to guide the customer through the planning process, procedures and laws.

Review commercial and residential building permits, plans, and specifications to assure compliance with city zoning ordinances 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.

Review and process applications for the following: Fence permits, Shed permits, Temporary Banner permits, Residential Chicken permits and Accessory Living Unit permits.

Coordinate with the business licensing approval process by providing review of both commercial business license and home occupation business license applications. Determine if applicant is in compliance with all city, county and state statutes and ordinances and recommend approval or denial of licenses.

Receive, process and direct submittal materials for all planning projects. This includes inspection for complete application materials, receipt for fees and direct the submittal to the appropriate staff member.

Participate in project review meetings with various city department and developer representatives and identifies problem areas related to zoning and negotiates options for compliance; prepare staff input for planning commission meetings and Board of Adjustment;

Administer issuance of sign permits and manage citywide inventory of signs.

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 urban planning, geography, or related field;

OR

B. In the absence of the above, a Master's Degree in Planning from an accredited college or university may be considered.

2. Special Qualifications:

Valid Utah Class D Driver's 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; research methodology, statistical analysis and evaluation of research data; land use, zoning, federal, state, and local laws; interpersonal communication skills.

General knowledge of city ordinances and regulations in order to provide public information needs at the counter and on the phone. Knowledge of community development practices, local government operation and structures, map reading, interpretation, and principles of public relations.

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.

Ability to communicate relevant information to the public regarding City ordinances, procedures, and development standards; ability to communicate effectively verbally and in writing, ability to communicate effectively at the counter and over the phone with City employees, citizens, developers, and contractors; furnishing and obtaining information; ability to work effectively with upset customers in maintaining and improving the City's public image.

Ability to interpret codes accurately and effectively; enforce regulations with fairness, tact, and impartiality; communicate effectively verbally and in writing; prepare and present technical reports and recommendations; perform advanced mathematical calculations; develop and maintain effective working relationships with elected officials, federal agencies, state agencies, local governments, subordinates, and the public.

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. 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:	Municipal Non-Exempt	EEO-4 Class:	Tech
Location:	Planning	EEOP Class:	Tech
Group/BU:	General Pay Plan	Tech-Net Match:	355