

South Jordan City

Job Description

Title: Planner II
Org: 100400
Pay Grade: 15

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

GENERAL PURPOSE

Perform a variety of working level professional and technical duties related to implementing department work plans and programs and monitoring community compliance with established planning, zoning and development ordinances.

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.

Conduct research on issues, policies, and concepts pertaining to planning, zoning, and community development; present findings to the planning commission/board of adjustment and/or city council; prepare written reports and recommendations in response to public requests for zoning applications and various ordinance changes.

Prepare proposals in draft form for amendments to zoning ordinance or policy governing local planning, zoning, and development.

Conduct feasibility studies; prepare a variety of reports related to project progress; review and update ordinances affecting planning, zoning, signing, traffic, development and related departmental areas; assist in coordination of projects with other departments or governmental agencies.

Prepare and update various land use and planning maps; operate computer to generate computerized maps; utilize computer to conduct various research and solve planning problems; assist in maintaining effective software.

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

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.

Conduct field inspections of completed commercial development to verify compliance; issue signature approval for final certificates of occupancy; initiate sanctions for non-compliance.

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; administers issuance of sign permits and manages 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 a closely related field;

AND

B. Three (3) years of experience performing above or related duties;

2. Special Qualifications:

Valid Utah Class D Drivers License

American Institute of Certified Planners (AICP) certification preferred

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.

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; performs 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.

Occasionally required to work evening hours to attend, conduct, or present planning information or recommendations to citizen groups, boards, commissions or councils.

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:	360