

South Jordan City

Job Description

Title: Long Range Planning Intern
Org Code: 210440
Pay Grade: \$18.00 per hour

Effective Date: 10/1/2021
FLSA: Non-Exempt
Workers Comp: Clerical

GENERAL PURPOSE

Perform a variety of post-graduate administrative and technical duties related to the amendment of the City's General Plan and long range planning administration.

SUPERVISOR

Director of Planning

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's manager.

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.

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

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.

May be assigned to write reports, attend meetings, and interact with the public, applicants, contractors, city staff, elected officials, etc.

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 in urban planning, geography, public administration, or related field;
- AND
- B. One (1) or more years of experience working in administrative or office setting.

2. Special Qualifications:

Valid Utah Class D Driver’s License

Preference for second year student, enrolled in Masters of Urban Planning or related program, seeking internship to complete their degree program.

Must have the ability to attend City outreach events and public meetings as needed.

3. Knowledge, Skills and Abilities:

A basic and general knowledge of 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.

Ability to operate a personal computer and Microsoft products.

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.

Ability to establish and maintain effective working relationships with employees, other agencies, and the public; ability to follow written and oral instructions; ability to communicate effectively, verbally and in writing. Develop and maintain effectively working relationship with elected officials, professionals, the public and co-workers.

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