



## JOB DESCRIPTION

Title: **PLANNER I**  
Department: Community & Economic Development  
Class Code: 3336  
FLSA Status: Non-Exempt  
Effective Date: November 15, 2021 (Rev. 05/2023)

### GENERAL PURPOSE

Working under the general supervision of the Planning Division Manager, the Planner I position will perform a range of basic, professional level city planning functions, assisting in the Community and Economic Development Division as required.

**ESSENTIAL DUTIES** *(Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class.)*

- Responds to and assists the general public, realtors, contractors, developers, and others, in regard to city planning and zoning matters by phone, email, or at the public counter. Assists in resolving citizen and customer issues and concerns.
- Reviews building permit applications for compliance with Land Use Ordinances and Conditional Use Permits.
- Assists in the review and processing of land use applications including site plans, conditional use permits, subdivisions, concept reviews, variances, re-zonings, and other items as assigned.
- Assists in the preparation of staff reports and presentations for items on the Planning Commission or other public body agendas. Participates in Planning Commission, Hearing Officer, and planning review meetings as assigned, including presenting staff reports and recommendations.
- Assists in the preparation, revision, and update of the city Land Use Ordinances, as well as in planning studies, surveys, and other activities involving analysis and compiling data and information as assigned.
- Serves as assigned in matters relating to planning and development, researching, preparing, and providing information. Coordinates with other city departments representing the Planning Division as may be assigned.
- May conduct field evaluations and reviews of properties as needed.
- May assist in code compliance efforts, including reviewing business license applications, assisting with code compliance complaints and other tasks as assigned.
- Performs other duties as assigned.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- Graduation from college or university with a bachelor's degree in land use planning, urban design, geography, architecture, political science, economics, or a closely related field. Preference will be given to candidates with at least six (6) months of experience in planning and zoning, code enforcement, government relations, or an equivalent combination of education and experience.

### Special Requirements

- Must have a valid Utah Driver License.

### Necessary Knowledge, Skills and Abilities

- Working knowledge of the principles and practices of land use planning.
- 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 produce effective technical writing. Ability to verbally explain rules and procedures and provide information clearly and effectively at the counter and over the phone with City employees, citizens, developers, and contractors.
- Functional knowledge of basic computer programs and applications such as Microsoft Office, internet applications, and database use.

## **TOOLS & EQUIPMENT USED**

- Personal computer including word processing, spreadsheet and database software; motor vehicle; phone; copy machine, and other equipment pertaining to this position.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to stand, sit, walk, talk or hear; use hands to handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is usually moderate.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_