



JOB DESCRIPTION

Title: **SENIOR PLANNER**
Department: Community & Economic Development
Class Code: 1810
FLSA Status: Exempt
Effective Date: July 1, 1992 (Rev. 09/2021)

GENERAL PURPOSE

Works under the general supervision of the Planning Division Manager and performs professional planning functions for the orderly development, redevelopment, and growth of the city. Coordinates division activities in the absence of the Planning Division Manager.

ESSENTIAL DUTIES

- Performs professional planning functions under the general guidance of the Planning Division Manager and acts as staff planner to the Planning Commission and Hearing Officers. May also act as staff planner for the MCCD Review Committee.
- Prepares meeting schedules and agendas, reports, maps, photographs, and graphic materials. Analyzes, processes, and formulates staff recommendations for development applications; prepares staff reports for zoning, variances, appeals, site plans, conditional use applications, etc.
- Participates in public meetings. Prepares and makes presentations at public meetings to the Planning Commission, Hearing Officers, City Council, MCCD Review Committee and other meetings relating to development applications, variances, appeals, and zoning amendments. Participates in other public meetings as required.
- Assists with the preparation, revision, and update of the General Plan, the City's Land Use Ordinance, Subdivision Ordinance, sign code and other ordinances that relate to growth and development; gathers and analyzes statistical data; prepares written reports and makes oral presentations.
- Coordinates the Planning Review activities for new development applications between representatives from various city departments and divisions such as engineering, building, power, police, water, sewer, and fire departments. Also coordinates with applicants including developers, architects, engineers, and other public officials; coordinates with the county and other municipal planning agencies to resolve problems.
- Meets with the public, developers, architects, engineers, realtors, and City officials regarding land use development, sign code, variances, general planning, zoning and subdivision ordinance information. Provides guidance on the process of development application, including types of needed approvals. Anticipates potential issues and offers alternatives to make proposals compliant with City and State regulations.
- Assists the Planning Division Manager with long-range planning efforts and the implementation of strategies in the General Plan; assists the Planning Division Manager in identifying funding sources and opportunities, and in making applications for grants.

- Provides information to GIS personnel to keep the Zoning and Land Use maps up to date. Maintains a working knowledge and familiarity with GIS software.
- Participates in keeping accurate records as well as compiling and maintaining data and statistics relevant to the Planning Division and Community & Economic Development Department.
- Performs other duties and special projects as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from college or university with a bachelor's degree in land use planning, geography, architecture, political science, economics, or closely related field and five (5) years full-time, progressively responsible experience in planning or any equivalent combination of education and experience. An advanced degree in land use planning, geography, or a closely related field may be substituted for two (2) years of required experience.

Special Requirements

- Possession of a valid Utah Driver License.
- Certification from the American Institute of Certified Planners (AICP) is preferred but not required.
- A working knowledge of Geographic Information Systems (GIS) is highly desired.
- The position requires regular attendance at public meetings, many of which are conducted in the evening, to meet the needs of the Community & Economic Development Department.

Necessary Knowledge, Skills and Abilities

- Thorough knowledge of the principles, practices, and laws of planning, zoning, subdivisions, planning theory and application, and zoning regulations; considerable knowledge of local government structure and operations; working knowledge of the nomenclature, symbols, and techniques of mapping and architectural plans; knowledge of research methodology and statistics.
- Skill in public relations and making public presentations.
- Ability to communicate effectively, verbally and in writing; ability to follow written and oral instructions; ability to establish and maintain effective working relationships with employees, City officials, other government agencies and the public; ability to supervise and participate in the compilation, research, analysis, and preparation of planning-related technical and statistical reports and data.
- Working knowledge of urban design principles and methods.
- Understanding of planning research methodology and statistical analysis.

TOOLS & EQUIPMENT USED

- Personal computer, including word processing; motor vehicle; calculator; phone; copiers and other office equipment generally.

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.

- Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments or construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is regularly required to sit, walk, talk, or hear. The employee is occasionally required to use hands to handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 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.

- While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally may be exposed to wet and/or humid conditions, or airborne particles.
- The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____