



JOB DESCRIPTION

Title: **PLANNING DIVISION MANAGER**
Department: Community & Economic Development
Class Code: 1800
FLSA Status: Exempt
Effective Date: January 1, 2017 (Rev. 11/2023)

GENERAL PURPOSE

Under the general supervision of the Community and Economic Development Director, performs professional planning functions for the orderly development, redevelopment and growth of the city. Coordinates division activities in the absence of the Community and Economic Development Director.

ESSENTIAL DUTIES

- Performs professional planning functions under the general guidance of the Community and Economic Development Director and acts as staff planner to the Planning Commission and Hearing Officers preparing meeting schedules and agendas, maps, photographs and graphic materials; analyzes, processes, and formulates staff recommendations for development applications; prepares staff reports for zoning, variances, appeals, site plans, and Conditional Use applications, annexations, etc.
- Participates in public meetings, prepares and makes presentations at public meetings to the Planning Commission, Hearing Officer, City Council and meetings relating to development applications, variances, appeals, zoning amendments and ensures that accurate records are kept.
- Coordinates with the City Attorney, City Engineer, building officials, Planning Commission, Hearing Officer, and other officials in matters relating to planning and zoning and development in the City.
- Develops and updates the City's General Plan; recommends additions or changes to the Community and Economic Development Director, Planning Commission, and City Council to maintain updated plan and relevant long-range planning; works with and/or directs the work of consultants assisting with city sponsored planning, ordinance, and regulatory projects. Prepares annual assessment and reporting on the City's moderate income housing plan.
- Supervises planners, including training, evaluating, and discipline, and motivates employees to achieve high performance standards; assigns, monitors and coordinates work.
- Provides staff assistance to the Community and Economic Development Director; researches, plans, coordinates, and implements special projects; serves as acting director of the Community and Economic Development Department in the director's absence.
- Conducts the Planning Review Meeting for new development represented by various city departments such as engineering, building, power, police, water and sewer, and fire departments, also 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 and zoning and subdivision ordinance information.
- Reads, learns, interprets, applies, and explains departmental policies and procedures, rules, laws, and technical information found in building codes and related regulations.
- Uses sound judgement in researching, interpreting, applying, and explaining appropriate laws, codes, ordinances, regulations, policies procedures, and guidelines.
- Reviews zoning approval for building permits, sign permits, and occasionally business licenses for various locations throughout the City for compliance with city zoning regulations; analyzes and approves building permit plans to ensure compliance with existing ordinances.
- Provides information to GIS personnel to keep the Zoning and Land Use maps up to date; is familiar with ArcView GIS software.
- Coordinates with or assists as needed the Code Enforcement officer regarding zoning violations, business license review, on-site improvements, agreements and letters of credit/bonding; inspects site improvements with regard to zoning requirements for final occupancy permits.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from college or university with a bachelor's degree in urban planning, geography, civil engineering, architecture, political science, economics or closely related field and three (3) years full time progressively responsible experience in urban planning or any equivalent combination of education and experience.
- Master's degree is preferred.

Special Requirements

- Possession of a valid Utah Driver License.
- Must possess certification from the American Institute of Certified Planners (AICP) or obtain within two (2) years of appointment.
- Use of computers and a working knowledge of Geographic Information Systems is highly desired.
- Willingness to attend evening meetings to meet the needs of the community development office.

Necessary Knowledge, Skills and Abilities

- Thorough knowledge of the principles, practices, and laws of planning, zoning, subdivisions, theory and application, zoning regulations; considerable knowledge of local government structure and operations; working knowledge of the nomenclature, symbols, techniques of mapping and architectural plans; knowledge of research methodology and statistics, and Board of Adjustment law, practice and application; basic understanding of the principles and theory of redevelopment.
- 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.

TOOLS & EQUIPMENT USED

- Personal computer, including word processing; motor vehicle; calculator; phone; copy and fax machine.

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 and occasionally required to use hands to manipulate, 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 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: _____