POSITION: Planner I                      POSTING #: 2039-0120sr

REQUIRED ATTACHMENTS TO APPLICATION:
College transcripts and/or diploma if related to position – internet printouts & photocopies are acceptable

GRADE: 509

STARTING SALARY: Step A: $1,908.80 - Step G: $2,193.60  Bi Weekly

Salary will be determined upon experience and or education
Plus benefits package – Step increase available after completing probation and annually thereafter

OPENING DATE: January 31, 2020  CLOSING DATE: Open until filled

*All applications received by February 14, 2020 will be screened by the Human Resources Office. Those applicants meeting the specified qualifications and additional screening criteria will be referred for a hiring interview. The Human Resource Office will continue to consider qualified candidates as needed until the position is filled.

Job Summary
Under the general supervision of the Associate Director-Community Development, performs County planning duties relating to zoning, property addresses, census data, and other long-range planning matters.

Essential Functions
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Conduct field surveillance and inspections for land use violations and initiate corrective measures by sending notices and filing requests for legal action.
- Gather and analyze statistical and research data regarding planning and land use.
- Act as a technical assistant to various boards and commissions; review customer applications to appear before various boards.
- Design and draft graphs, charts, maps, photographs, and other illustrative material.
- Direct and participate in field investigations of land use.
- Coordinate a variety of current planning projects and provide the public with assistance in current planning matters such as zoning, business licensing, property address, and census data.
- Issue various land use applications.
- Review site plans and subdivisions for conformance to development requirements of Utah County; coordinate information between other county reviewing departments and applicants.
- Assist in developing goals and policies and in writing plans.
- Issue County addresses.
- Assist in presentations before the Utah County Planning Commission, Board of Adjustment, and County Commission.

Knowledge, Skills, and Abilities
Knowledge of computer equipment and programs including G.I.S.
Knowledge of current planning issues and trends
Knowledge and application of various statistical methods
Skilled in clear and concise written and verbal communication
Ability to maintain cooperative working relationships with those contacted in the course of work activities
Ability to apply zoning ordinances
Ability to prepare and present technical reports
Ability to plan and organize comprehensive research studies

Supervisory Responsibility
This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

Work Environment
This job operates in a professional office environment, library, or other environmentally controlled room. This role may expose incumbent to unknown and dangerous conditions while performing field work. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate, however, exposure to elevated noise levels during field work may occasionally occur. The incumbent may be required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.
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.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close and far vision, the ability to discern shades of color, and ability to adjust focus. The employee is required to type, file and lift supplies or equipment up to fifty (50) pounds. The employee regularly drives a motor vehicle.

Position Type/ Expected Hours of Work
Incumbent must work eighty (80) hours each pay period to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Required Education and Experience
1. Equivalent to a bachelor’s degree in Planning, Geography, Landscape Architecture, or a similar planning-related field.
2. One (1) year of work experience performing civic planning activities.

Preferred Education and Experience
1. Preference may be given to American Institute of Certified Planners (AICP).

Additional Eligibility Qualifications
1. Applicants must possess a valid driver’s license and obtain a valid State of Utah driver’s license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.

Career Ladder Advancement
For promotion through career ladder advancement from a lower classification level of this series to a higher one, there must be funding in the budget and the employee must:
1. Possess the required licensure and certifications of the higher classification level.
2. Meet the education and experience requirements and the class characteristics of the higher classification level.
3. Receive written recommendation from the department head.
4. Receive approval from the Director – Human Resources.

AAP/EEO Statement
It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties
Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.