JOB OPENING

POSITION:  Associate Planner
STATUS:    Full Time
SALARY:    Hourly (Range: $18.50-$27.02); Based on Experience
CLOSE DATE: Open Until Filled – first review February 28, 2020

Applicant must have a thorough knowledge of the objectives, principles, practices and legal framework of city planning; strong written and oral communication skills; strong ability and a willingness to learn and consistently interpret complex regulations; demonstrated proficiency with ArcGIS; and solid personal organization and work load management skills. Strong orientation to customer service is essential. Must be able to collect, organize, and analyze often complex information and convert it into clear, concise reports; to carry out statistical functions; and to apply word processing, spreadsheet, GIS mapping, and other personal computer applications to work products and presentations. Must be able to work effectively and independently in a sometimes stressful environment. Must be able to communicate and coordinate effectively with other City staff and representatives of other organizations to accomplish shared and multi-disciplinary tasks. Minimum qualifications: Graduation from an accredited four-year college or university with a Bachelor’s Degree in city planning, geography, landscape architecture, urban design, public administration, or a related field; and related experience in the formulation and administration of development codes, planning policies and procedures, permitting, and public customer service. Master’s degree and/or other equivalent combinations of experience and education may also be considered. Please submit a Bluffdale City Employment Application and resume to Bluffdale City Corporation, 2222 West 14400 South, Bluffdale, Utah 84065 or email to sthayer@bluffdale.com. An employment application and full job description may be downloaded from www.bluffdale.com.

The City of Bluffdale is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, gender, sexual orientation, gender identity, religion, age, or disability. The City of Bluffdale is a drug-free workplace; successful candidates must pass a pre-employment drug test before hire.
TITLE: Associate Planner
DIVISION: Community and Economic Development

DEPARTMENT: Planning
CODE: 215

GENERAL PURPOSE
Perform professional current and long range planning and permitting functions with regular supervision.

SUPERVISION EXERCISED
None.

SUPERVISION RECEIVED
Works under the direction and general supervision of the City Planner / Economic Development Director.

ESSENTIAL FUNCTIONS
Process development applications and prepare staff reports on individual applications.

Present development applications to the Planning Commission, City Council, and other boards and committees in a public setting.

Assist in the reviewing and processing of building and development permits.

Staff the Community and Economic Development counter to answer questions concerning planning and development applications.

Interpret the City’s development related ordinances and policies in the review of development applications and in response to inquiries from the general public.

Provide staff support to elected and appointed officials on the Planning Commission, City Council, Historic Preservation Committee, and Appeal Authority in matters which relate to planning and development.

Assist in the research and preparation of ordinance amendments and long range plans, and/or assist in coordinating the work of consultants and committees in the preparation of ordinance amendments and long range plans.

Coordinate with development applicants in the processing of their applications.

Review and interpret commercial and residential plans.

Performs planning and zoning related field inspections prior to, during, and after construction of development projects.
Assist the Community and Economic Development Director on projects of citywide scope and significance.

Answers questions of the general public regarding planning and development in Bluffdale.

Promotes a high level of customer service in the Department and good public relations.

Routinely attends evening meetings of City of Bluffdale Planning Commission, City Council, Historic Preservation Commission and Appeal Authority as directed.

Performs public noticing and agenda preparation duties related to development applications.

Performs mapping and data analysis tasks using ArcGis and other available geographic data sources and programs.

Performs related duties as required.

**Minimum Qualifications:**

Graduation from an accredited four-year college or university with a Bachelor’s Degree in city planning, geography, landscape architecture, urban design, public administration, or a related field; and one year of experience in the formulation and administration of development codes, planning policies and procedures, and public customer service. Master’s degree and/or other equivalent combinations of experience and education may also be considered.

**Knowledge and Skills:**

Thorough knowledge of the objectives, principles, practices and legal framework of city planning; strong written and oral communication skills; strong ability to learn and consistently interpret complex regulations; and solid personal organization and workload management skills. Strong orientation to customer service is essential.

Must be able to collect, organize, and analyze often complex information and convert it into clear, concise reports; to carry out statistical functions; and to apply word processing, spread sheet, mapping, and other personal computer applications. Must be able to work effectively and independently in a sometimes stressful environment. Must be able to communicate and coordinate effectively with other City staff and representatives of other organizations to accomplish shared and multi-disciplinary tasks.

A valid Utah driver’s license is required.

**Work Environment:**

The position is typically performed in a typical office setting with appropriate climate controls, but also requires field visits on sometimes uneven terrain. Typical tasks require a variety of physical activities, not generally involving muscular strain, related to walking, standing, stooping, sitting, reaching, lifting, and maintaining office space and equipment. Essential functions generally require communications such as talking, hearing and seeing. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and some creative problem solving.

**Disclaimer:** The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities, requirements or knowledge, skills and abilities. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.