JOB POSTING
February 28, 2020

POSITION: PLANNING DIRECTOR

GENERAL PURPOSE
The Planning Director performs professional and complex technical duties related to the City’s general plan and city-wide planning, oversees the planning and zoning staff, and assists in the development and implementation of the City’s long-range and area planning initiatives.

SUPERVISOR
Community Development Director

POSITION(S) SUPERVISED
Planner I
Planner II

ESSENTIAL JOB FUNCTIONS
➢ Meet performance standards established with the employee’s manager;
➢ Lead and provide direction for day to day operations and employees of the City’s Planning and Zoning Department.
➢ Maintain a comprehensive understanding of the City’s general plan, zoning ordinance and subdivision ordinance;
➢ Direct the development and regular revision of the City’s general plan;
➢ Assist in the implementation of the City’s general plan;
➢ Confer with the public, builders, developers, and architects on planning and zoning issues;
➢ Provide interpretation on land use, development and zoning changes, conditional uses, and related planning issues;
➢ Offer recommendations regarding development feasibility, proposed rezoning and other actions;
➢ Assist in the development of long-range planning and strategic initiatives related to community development and City Council goals and objectives;
➢ Assist in the preparation of area plans and special projects;
➢ Oversee consulting services related to planning and zoning issues;
➢ Serve as professional staff support to the City Council, planning and zoning commission, land use appeal authority, and community council;
➢ Attend meetings and advise boards, public, developers, etc. regarding established general plan, codes and ordinances;
➢ Provide expert testimony to the city council regarding planning and zoning matters;
➢ Provide expert testimony to the Midvale City Redevelopment Agency Board of Directors regarding planning and zoning matters;
➢ Job attendance is required, except for authorized leave;
➢ Perform other duties as assigned and required.

Exempt Status: While the schedule of the employee in this position is flexible, the following is expected to ensure availability and coverage within the department and duties are accomplished:
• Arrive for the workday no later than 8:30 a.m. unless extenuating circumstances dictate otherwise.
• Ensure coverage in the office during lunch hours.
• Limit the amount of time out of the office when coverage is limited and on Fridays.
• Ensure that work product is complete/up to date.
• All time off in excess of 2 hours must be approved by the department director or designee.
• Employee shall take into consideration their availability to the general public, developers and other employees.
• The City’s adoption of a 9-hour workday provides for services to the public after 5:00 p.m. It is expected that this time is covered by this position or an approved designee.
• Attend meetings, or ensure coverage of meetings, beyond the 9-hour workday.

**MINIMUM QUALIFICATIONS**

1. Education and Experience:
   - Bachelor’s Degree in urban planning, geography, architecture or closely related field; plus four (4) years of progressively responsible experience in city planning, community development, economic development, or any combination of education and experience providing the required knowledge, skills and abilities.
   - Graduate degree in urban planning or closely related field may substitute for one year of experience.

2. Special Qualifications, Licenses, Certifications:
   - Must possess and maintain a valid Utah Driver’s License with periodic verifications by the City.

3. Knowledge, Skills and Abilities:
   - Knowledge of principles and practices related to urban planning, land use and complex development project review;
   - Knowledge of federal, state and local laws, regulations, standards, and ordinances related to planning, zoning and urban development;
   - Knowledge of local government structure and operations; knowledge of legal procedures associated with municipal property management and development;
   - Skilled in processing complete residential and commercial developments including site design and architectural review;
   - Public relation skills including conflict resolution and negotiation;
   - Presentation, writing and verbal communication skills;
   - Ability to read blueprints, understand metes and bounds, plat descriptions, and other related information;
   - Ability to establish and maintain effective working relationships with the business community, citizens, elected officials, employees, developers, financiers, consultants and other government agencies;
   - Ability to work in a fast paced, stressful environment.

4. Working Conditions: Employee(s) in this position perform in generally comfortable conditions involving intermittent sitting, standing, walking, stooping, and reaching. While performing the duties of this job, the employee must occasionally bend, lift and/or move up to 25 pounds. Talking, hearing and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, critical thinking and creative problem solving. Periodic local travel required in course of performing portions of job functions. Considerable exposure to stress as a result of human behavior, frequent deadlines, and the general demands of the position.
**SALARY**: (Grade 59 – FLSA Exempt) $69,355 - $107,416 annually DOQ

**Hiring Range**: $69,355 - $88,385 annually DOQ

**NOTICE**
This job description in no way states or implies that these are the only tasks to be performed by the employee occupying this position. He or she will be required to follow any other instructions and to perform any other job related duties requested by his or her supervisor. It is the policy of Midvale City to provide and promote equal opportunity in employment, compensation, and other terms and conditions of employment without discrimination because of race, color, sex, religion, national origin, age, or disability. Human Resources will provide reasonable accommodations for any applicants during the selection process. If you have special needs please call 801-567-7223. In the interest of the workplace and public safety, all offers or employment are contingent upon the successful completion of a chemical screen for the purpose of detecting the presence of alcohol and/or controlled substances in the body. Midvale City requires as condition of employment, the use of direct payroll deposit to a bank or savings account.

**APPLICATIONS AND RESUME** must be submitted online at www.midvalecity.org NO later than 5:00 PM on Friday, March 13, 2020.

**MIDVALE CITY IS AN EQUAL OPPORTUNITY EMPLOYER**