JOB OPENING

POSITION:  Planner II (May fill as a Planner I, based on experience)
STATUS:  Full Time
SALARY:  Hourly (Starting Range: $21.56-$26.95); Based on Experience
CLOSE DATE:  Open Until Filled-first review

The City of North Salt Lake Community Development Department is seeking a dedicated and customer service oriented individual for the position of Planner II. Individuals in this position are responsible for performing complex current and long range planning duties in accordance with the City’s Development Code, General Plan, and Town Center Master Plan. Assignments include but are not limited to, coordinating and managing development review applications, writing and presenting staff reports, policy development, master planning, strategic planning, zoning clearance, and advising code enforcement officer and other projects as assigned. Experience with ArcGIS and Adobe Creative Suite is desired. Work is to be carried out with a reasonable degree of independent action and judgment in required time frames. The incumbent in this position will interact with the public by informing citizens, developers and property owners of planning regulations and procedures, giving presentations at public meetings, and conducting site inspections.

Minimum qualifications: Graduation from a four-year college or university with a Bachelor’s Degree in urban planning, public administration, or closely related field and three (3) years professional experience, or a Master’s Degree and a minimum of one (1) year experience.

Level and starting salary will depend upon the successful candidate’s education, knowledge, training, experience, and certifications. This position may be filled as a Planner I, for a successful applicant with less experience.

Qualified applicants may apply for this position by submitting an application and resume online at https://nslcity.applicantpro.com/jobs/

Questions regarding this position may be directed to Sherrie Llewelyn, AICP, Community Development Director at sherriel@nslcity.org.

The City of North Salt Lake 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 is a drug-free workplace; successful candidates must pass a pre-employment drug screen before hire.
Job Description

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<thead>
<tr>
<th>Title:</th>
<th>Planner II</th>
<th>Code:</th>
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<tbody>
<tr>
<td>Division:</td>
<td>Planning</td>
<td>Effective Date: 3/2/2020</td>
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<tr>
<td>Department:</td>
<td>Community Development</td>
<td>Last Revised: 3/2/2020</td>
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<tr>
<td>Status:</td>
<td>Full-Time, Non-Exempt</td>
<td>Grade: 22</td>
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General Purpose
Performs a variety of professional level and technical duties as needed to update and implement the City general plan, master plans, and programs related to long range, current planning and neighborhood compliance. Assists with monitoring community compliance with established planning, zoning and development ordinances.

Supervision Received
Works under the supervision of the Community Development Director.

Supervision Exercised
May provide limited supervision to Planning Technician or Planner I in training or on a project-by-project basis. May train other department staff on zoning code issues as directed by the Community Development Director.

Essential Functions
1. Receive and process development applications, ensuring completeness of application; route to departments and affected entities, as required; prepare technical staff reports, including advanced application types such as subdivisions, development agreements, major site plans, annexations, and code or map amendments.
2. Present staff reports and development applications to the Planning Commission, City Council, and other boards and committees in a public setting, as assigned; routinely attend evening meetings, as necessary.
3. Assist in the processing and review of building and development permits for compliance with city codes, development agreements, and development standards.
4. Coordinate response from other city departments or affected agencies to development applicants in the processing of assigned development applications.
5. Meet with the public to discuss planning, zoning, and development issues; assist public to define concerns and present public questions to appropriate management or department; provide follow up with public to apprise of city policy and decisions; promote a high level of customer service in the department and good public relations.
6. Interpret the City’s development related ordinances and policies in the review of development applications and in response to inquiries from the general public.
7. Conduct research on issues, policies, and concepts pertaining to planning, zoning, and community development and conduct feasibility studies.
8. Prepare proposals in draft form for amendments to development code, zoning ordinance or policy documents, governing local planning, zoning, and development.
9. Manage project scheduling and implementation, including pre-construction meetings and final review of required site improvements such as fencing, landscaping, parking, pedestrian furnishing, building design elements, etc.; prepare a variety of reports related to project progress.
10. Represent the City on various regional committees, as assigned.
11. Prepare and update various land use and planning maps; including the generation of computerized maps using the City GIS system.
12. Review business licenses for compliance with zoning regulations.
13. Assists in research related to enforcement of code violations; makes interpretations and recommend action to code enforcement officer.
14. Perform routine office tasks, including data entry, file management, copying, receipting, and answering telephone; transcribe material into documents, letters, reports, memos, or other general correspondence; compose routine letters and informative notices; maintain various program, activity and service files, records and documents; prepare meeting agendas and review minutes for accuracy; schedule appointments for executive staff.
15. Prepare and posts agendas and public notices for Planning Commission meetings, administrative appeal hearings, and other various committees.
16. Prepare complex charts, and tables, as required.
17. Prepare and deliver of meeting material packets for the Planning Commission and other committees as requested; assist in setting rooms up for meetings and other related tasks as required
18. Perform related duties as required.

**Minimum Qualifications**

1. Education and Experience:
   A. Graduation from college with a bachelor’s degree in urban planning, public administration or a closely related field;
   
   AND
   
   B. Three (3) years of responsible experience performing above or related duties in an office setting.
   
   OR
   
   C. A Master’s degree and/or equivalent combinations of experience and education may be considered, with a minimum of one (1) year experience.

2. Knowledge, Skills, and Abilities:
   Working knowledge of modern office practices and procedures; of grammar, spelling and punctuation; of modern filing systems related to alphabetical and numeric files; personal computer operations and various program applications such as Adobe, Word, Excel, PowerPoint, etc.; telephone etiquette; and operation of various office machines.
   Working knowledge of legal system and procedures affecting planning, zoning and related operations of the city; principles and practices related to local government planning and zoning land use, zoning, federal, state, and local laws; legal processes associated with the maintenance of public records and documents.
   Possession of interpersonal communication skills to effectively explain rules and procedures clearly to the public; communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with fellow employees, elected officials and other agencies of the public.
   Ability to exercise initiative, independent judgment and to act resourcefully under varying conditions; read and understand maps and plans to determine compliance with codes; perform general receipting; establish and maintain comprehensive records and files.

3. Special Qualifications:
   A. Must possess proficient keyboarding skills demonstrating speed and accuracy.
   B. Valid Utah Driver’s License Required.
   C. American Institute of Certified Planners (AICP) certification preferred.

4. Work Environment:
   Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, related to walking, standing, stooping, sitting, reaching, and lifting. Essential functions generally require communications such as talking, hearing and seeing. Deadline driven environment, requiring proficient computer keyboarding operations with accuracy in spelling, grammar, punctuation, and arrangement of narrative and tabular material. 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.