NORTH OGDEN CITY
Full Time
PLANNING DIRECTOR
Salary Range $85,792 - $105,978 DOQ (+ Benefits)
Opening Date: February 5, 2021
First Review: February 24, 2021

Essential Job Functions
Perform supervisory duties in handling all daily operations of the Planning Department. Take the lead on discussions regarding the future of North Ogden City, including an active role in the general plan, ordinances, and policy discussions.

Supervision Received
Works under the direction of the City Administrator/Manager

Employment Status
The employee filling this position is an exempt employee and is “at will.”

Job Duties
• Provide supervision, training, and evaluations to department employees
• Respond to technical planning questions and resolve complaints
• Manage long range planning process
• Provide staff support and assistance to the public and citizen groups (i.e., Planning Commission, City Council, Economic Development Committee, General Plan Steering Committee)
• Coordinate with Code Enforcement (Zoning)
• Participate in department decision making process; develops, implements, and revises policies
• Develop and monitor department budget
• Other duties as assigned

Essential Job Requirements
Knowledge of all planning functions for the Planning Department. Skills in establishing effective working relationships with city staff, city officials, and the public. Ability to develop reports and documents using Excel, and Word. Possess the ability to organize work to assist in the timely completion of responsibilities. Must be able to think and act independently with a minimum of supervision in interpreting and analyzing complex data. Understand governmental planning processes including land use, zoning, and subdivisions, or be able to assimilate this knowledge rapidly.

Education, Experience, and Training
Bachelor’s degree in Urban Planning; Master’s degree in Urban Planning or closely related field is desirable; five to seven (5-7) years of progressively responsible for professional planning experience; or an equivalent combination. AICP Certification Preferred. Additionally, experience should include having the chief responsibility for supervising and interacting with the public.
Working conditions
Office work environment. Essential duties of this job are the requirements to sit, stand, talk, and hear. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Application Procedure
Please submit your application online at www.northogdencity.com/jobs
You may also drop off a completed application, cover letter, and resume to 505 E. 2600 N., North Ogden, Utah or email jjones@nogden.org.