

TOWN OF SPRINGDALE
Full-Time Position Vacancy

Associate Planner

The Town of Springdale is seeking a full-time Associate Planner to work under the supervision of the Director of Community Development. Qualified applicants must have either: a) a master's degree in urban planning, public administration, or closely related field, and sufficient experience to perform the duties outlined in the job description, or b) an equivalent combination of education and professional planning-related experience. This position is responsible for assisting the Director of Community Development in planning, organizing, and coordinating town-wide community and economic development operations and initiatives. Qualified applicants must possess a valid Utah driver's license.

Summary:

This position performs a variety of entry-to-mid level professional, general administrative and complex clerical duties needed to expedite the day-to-day processes, procedures, and projects of the Community Development Department. The Associate Planner also supervises and coordinates with the Code Enforcement Officer to resolve issues related to town zoning and nuisance ordinances.

Some knowledge of planning principles related to city and small-town planning is necessary. Skills in the art of diplomacy and cooperative problem solving, presentation, and organizational management are also necessary. This position is required to prioritize workflow and meet deadlines while working on various projects simultaneously.

A complete job description, including essential functions and minimum requirements of the Associate Planner position is available on the Town's website:
(www.springdaletown.com/administration/employment/).

Compensation:

Competitive compensation, consistent with training and experience, is offered. Anticipated hiring range is \$17.91/hour - \$22.38/hour (\$37,253-\$46,550/year) including a comprehensive benefits package.

Application Process:

Interested applicants should submit a Town employment application, resume, short example of a writing product prepared for a professional or academic purpose (1-2 pages), and cover letter to Dawn Brecke, Town of Springdale Human Resources, 118 Lion Blvd., P.O. Box 187, Springdale, UT 84767. Position will remain open until filled. First review of applicants will be Friday, January 5, 2018. Applications are available on the Town's website.

The Town of Springdale is an equal opportunity employer and an alcohol and drug-free work place. The successful applicant will be required to submit to pre-hire drug testing and physical, and be a rated qualified driver after review of applicant's MVR per town policies.