



**JOB ANNOUNCEMENT**  
**Open to City Employees and the General Public**  
Date Opened: June 26, 2018  
Closing Date: July 22, 2018, 5:00 p.m.

**Planner I, II or III**

**18-6-114**

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Department: Public Works

Salary Range: See Below

Reports to: Planning and Zoning Manager

Supervises: None

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**Salary Ranges**

Planner I: 37 (\$36,826 - \$46,033/year)

Planner II: 45 (\$44,870 - \$56,087/year)

Planner III: 51 (\$52,035 - \$65,044/year)

**Position Summary – Planner I**

Under the general direction of the Planning and Zoning Manager, gathers, tabulates, analyzes, and presents data in the form of written, graphic, or oral reports for use by the City of St. George Planning Division. This is entry-level para-professional work involving basic planning, research, communication, cartography, and other related skills.

**Essential Functions – Planner I** (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. The list of tasks is illustrative only and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

1. Reviews various applications, site plans, conditional use permits, re-zoning petitions, site inspections, etc. to monitor community development compliance with established planning, zoning, and development ordinances.
2. Provides the public with information assistance on planning, zoning, and development issues such as zoning, annexation, site plans, and conditional uses. Assists the public to define concerns and presents questions to management. Apprises public of policy and decisions.
3. Prepares written reports in response to public requests for zoning applications and various ordinance changes.
4. Participates in the research and preparation of planning projects by gathering, tabulating, and analyzing demographic, land use, housing, and economic data. Presents findings to management and/or Planning Commission.
5. Prepares proposals in draft form for amendments to zoning ordinances or policies governing local planning, zoning, and development.
6. Gathers and analyzes statistical data regarding planning.

7. Participates in public meetings; prepares and makes presentations to the Planning Commission, Board of Adjustment, and City Council meetings relating to development applications, variances, appeals, zoning amendments; and insures that accurate records are kept.
8. Provides information to GIS personnel to keep the zoning and land use maps up to date. Is familiar with Arc View GIS software.
9. Performs other related duties as required.

### **Position Summary – Planner II**

Under the direction of the Planning and Zoning Manager, performs a variety of professional and technical duties for the City of St. George related to community planning and development.

**Essential Functions – Planner II** (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. The list of tasks is illustrative only and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

1. Reviews application requests and development plans for site plans, conditional use permits, re-zoning petitions, site inspections, subdivisions, hillside development, etc. to monitor community compliance with the city's General Plan; zoning, development, and sign ordinances; and other city policies and plans.
2. Meets with the general public to answer and discuss planning, zoning, and development issues; assists the public to define concerns and presents public questions to management; and follows up with public to apprise of city policy and decisions.
3. Conducts field research on issues, policies, and concepts pertaining to planning, zoning, and community development; presents findings to Board of Adjustment, Planning Commission, and City Council; and prepares written reports in response to public requests for zoning applications and various ordinance changes.
4. Prepares proposals in draft form for amendments to zoning ordinance or policy governing local planning, zoning, and development.
5. Participates in public meetings; prepares and makes presentations to the Planning Commission, Board of Adjustment, and City Council meetings relating to development applications, variances, appeals, zoning amendments; and insures that accurate records are kept.
6. Participates in project review meetings with various city departments, city appointed boards, and developer representatives; identifies problem areas related to zoning; and presents options for compliance.
7. Provides information to GIS personnel to keep the zoning and land use maps up to date. Is familiar with Arc View GIS software.
8. Performs other related duties as required.

### **Position Summary – Planner III**

Under the direction of the Planning and Zoning Manager, performs a variety of professional and technical duties for the City of St. George related to community planning, development, redevelopment, and growth. Coordinates division activities in the absence of the Planning and Zoning Manager.

**Essential Functions – Planner III** (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. The list of tasks is illustrative only and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

1. Reviews application requests and development plans for site plans, conditional use permits, re-zoning petitions, site inspections, subdivisions, hillside development, etc. to monitor community

compliance with the City's General Plan; zoning, development and sign ordinances; and other city policies and plans.

2. Participates in public meetings; prepares and makes presentations to the Planning Commission, Board of Adjustment, and City Council meetings relating to development applications, variances, appeals, zoning amendments; and insures that accurate records are kept.
3. Coordinates with the City Attorney, City Engineer, building officials, Planning Commission, Board of Adjustment, and other officials in matters relating to planning, zoning, and development in the city.
4. Meets with the general public, developers, architects, engineers, realtors, and city officials to answer and discuss planning, zoning, sign code, variances, subdivision ordinance, and development issues. Assists the public to define concerns and presents public questions to management. Follows up with public to apprise of city policy and decisions.
5. Prepares proposals in draft form for amendments to zoning ordinance or policy governing local planning, zoning, and development.
6. In the absence of the Planning and Zoning Manager, conducts the Planning Staff Review Meeting for new development with various city departments such as engineering, building, power, police, water, sewer, and fire; city appointed boards; and developer representatives. Identifies problem areas related to zoning and presents options for compliance.
7. Provides information to GIS personnel to keep the zoning and land use maps up to date. Is familiar with Arc View GIS software.
8. Performs other related duties as required.

### **Typical Physical/Mental Demands/Working Conditions – Planner I, II and III**

Light physical effort. Comfortable working positions handling light weights. Intermittent sitting, standing, and walking. Generally pleasant working conditions. No health or accident hazards inherent in work performed. Intermittent exposure to stress as a result of human behavior and time constraints.

### **Qualifications – Planner I**

**Education:** Graduation from an accredited college or university with a bachelor's degree in urban planning, public administration, or a closely related field. If a degree is not a closely related field, experience in planning may be substituted for education requirement.

**Experience:** Minimum of one (1) year full time paid professional experience in land use planning or closely related field or an equivalent combination of education and experience. A Master's degree in Planning or a related field may be substituted for the experience requirement.

### **Qualifications – Planner II**

**Education:** Graduation from an accredited college or university with a bachelor's degree in urban planning, public administration, or a closely related field. If a degree is not a closely related field, experience in planning may be substituted for education requirement.

**Experience:** Minimum of two (2) years full time paid professional experience in land use planning or closely related field. A Master's degree in Planning or a related field may be substituted for the experience requirement.

### **Qualifications – Planner III**

**Education:** Graduation from an accredited college or university with a bachelor's degree in urban planning, public administration, or a closely related field.

**Experience:** Minimum of five (5) years full time paid professional experience in land use planning and zoning administration. A Master's degree in Planning or a related field may be substituted for the experience requirement, with a minimum of three (3) actual years of experience.

### **Planner I, II and III**

**Licenses and/or Certifications:** Must possess a valid driver license. A valid Utah Driver License must be obtained within 60 days of hire and be maintained throughout employment.

### **Knowledge, Skills, and Abilities – Planner I, II and III**

#### **Knowledge of:**

- Principles, techniques, and objectives of land use planning.
- Relevant planning and zoning ordinances.
- Knowledge and experience in customer service or dealing with the public in a professional environment.

#### **Ability to:**

- Compose clear and concise written and oral reports, including report preparation and presentation, data collection, analysis and dissemination of information, and preparation of technical comments.
- Read and understand design drawings, topographic maps, and construction plans.
- Establish and maintain effective working relations with elected officials, department heads, subordinates, the public, and officials and employees of other jurisdictions.

### **Knowledge, Skills, and Abilities – Planner III**

#### **Knowledge of:**

- Principles of urban planning, including plan implementation techniques.
- State Municipal Land Use Development and Management Act.
- Relevant and environmental and zoning ordinances.

**To Apply:** Submit a completed City of St. George Employment Application online at [jobs.sgcity.org](http://jobs.sgcity.org). Applications are reviewed on an ongoing basis. Position closes 7/22/2018 at 5:00 p.m. Refer questions to Human Resources at 435-627-4670. Pre-employment drug screening and criminal background screen are required. EOE. We make reasonable efforts to provide reasonable accommodation to disabled candidates.