



VINEYARD

JOB ANNOUNCEMENT

Planning Technician

SALARY: \$14.00 to \$17.00 per hour
STATUS: Full Time
FLSA CODE: Non-Exempt

Vineyard is growing rapidly; it is a great organization to be a part of. The City offers competitive salaries and a generous benefit package.

Description:

Under the general direction of the Planning Director, the Planning Technician is responsible for a variety of complex administrative and technical duties that enable the Department and other City departments to operate more efficiently, facilitate communication, and provide excellent customer service. Duties assigned could include:

- Processes monetary transactions, calculates and collects permit fees, or processes invoices, for all planning and zoning applications.
- Composes, updates, prepares all Planning Commission, Board of Adjustment and Development Review Committee Agendas, and other boards, committees or work groups as assigned.
- Attends meetings, many of which are in the evening, for the above mentioned public bodies to take minutes, operate audio visual equipment, and provide administrative and technical assistance.
- Performs clerical support and receptionist duties such as taking incoming telephone calls, answering general questions, supplying incoming visitors with appropriate paperwork, receiving permits and land use applications, and maintaining office supply inventory.
- Processes all planning applications and is responsible for reviewing applications for preliminary & final plats, plat amendments, signage, zoning verification requests, site plans associated with building permits, responding to GRAMA requests, and other applications as assigned.
- Assists with city economic development efforts, business recruitment and marketing.
- Manages code enforcement processes and investigates alleged zoning and subdivision code violations.
- Other duties as assigned.

Requirements:

- Valid Utah Driver License
- High school diploma or equivalent
- Three (3) years of related experience or comparable background/education. An equivalent combination of experience and education may be evaluated for qualifying experience on a case-by-case basis
- Typing a minimum of 35 words per minute.
- Experience with various computer programs.
- Communicate (verbal and written) with the public and governmental officials.
- Certification as a Plan/Permit Technician is strongly preferred.

APPLICATIONS: Each applicant is required to submit electronically a completed application on the City-provided form, resume and cover letter to annan@vineyardutah.org. This job will be open until filled, however, an initial screening of candidates will take place on Wednesday, July 18, 2018. <http://www.vineyard.utah.gov/apply-for-a-job-vineyard-utah.htm>

NOTE: A complete job description is available on the City's website. The City will provide reasonable accommodations for any applicant during the selection process.

Pre-employment drug testing and background check may be required.

SUSPENSION OF PROCESS, ETC.: The City reserves the right to reject any and all applicants; to waive any requirement set forth in this Announcement; and to hire anyone deemed to be in the City's best interest, all subject to legal requirements. Any application in response to this Announcement is at the applicant's sole risk and expense. Although the City anticipates hiring one of the applicants responding to this Announcement, there is no guaranty that any responding applicant will be hired.

Vineyard is an Equal Opportunity Employer