

EMPLOYMENT ANNOUNCEMENT

Wasatch County Planning Office seeks full-time Planner I. Grade 26 \$43,868-\$46,105 plus a generous benefits package. Wasatch County is situated in a rural mountain valley on the back of the Wasatch Mountain range approximately 15 miles southeast of Park City and less than an hour drive to Salt Lake City and the Provo Orem area. The County seat is in Heber City. The County has a population of a little over 31,000. The County is surrounded by State and Federal lands. The area provides unlimited recreational opportunities including skiing, mountain biking, fishing and water sports. Due to the county's proximity to the Wasatch front, its recreational opportunities and beauty the area is experiencing rapid growth in all types of development including; residential, mixed use and resort. This position reviews building permits, business licenses, and subdivision projects, provides information to the public regarding zoning, development, code enforcement, and coordinates activities in the receipt, investigation, and enforcement of the County zoning regulations. Requires a Bachelor Degree in Planning, Geography, or related field. Two (2) years progressively responsible work experience preferably performing civic planning activities. Applications and complete job description are available from the Wasatch County Personnel Office 55 S 500 E Heber City, Utah or www.wasatch.utah.gov. Completed applications with Resume must be submitted to the Personnel Office by 5:00 PM Friday, September 21, 2018. Wasatch County is an EOE.

WASATCH COUNTY JOB DESCRIPTION

TITLE: Planner I

GRADE NUMBER: Grade 26 \$43,868-\$46,105

EFFECTIVE DATE: April, 2013 Revised 09-2018

DEPARTMENT: Planning

JOB SUMMARY

Under general supervision of the Planning Director or direct supervisor reviews building permits, business licenses, subdivision projects, zoning verification letters, provides information to the public regarding zoning, development and enforcement, coordinates activities in the receipt, investigation, and enforcement of the County zoning regulations. Performs basic planning and zoning related functions, and other duties as assigned.

ESSENTIAL FUNCTIONS

Reviews and issues building permits to determine compliance with County ordinances.

Reviews subdivision applications for compliance with County ordinances.

Writes reports for Planning Commission, County Council meetings and Board of Adjustment as needed.

Issues business licenses in compliance with County ordinances.

Answer phone calls and helps the public with questions regarding zoning, permits, zoning complaints and projects.

Ability to be detail oriented to ensure compliance with all County ordinances.

Ability to visually inspect areas, travel to sites, document inspection, understand and explain regulations, maintain records, file reports, communicate orally and in writing, provide responsible and technical staff assistance to Planning Director and/or supervisor on various planning functions, and attends Council/Planning Commission meetings as directed.

Coordinates the receipt of inquiries regarding zoning and code violations.

Prepares case files, including the establishment of legal owner, and other information necessary to conduct investigation and enforcement action.

Documents violations by securing photographs and other pertinent data and ensures that accurate case files are maintained.

Recommends and implements code enforcement policies and procedures.

Coordinates the conduct of follow-up procedures including the preparation of additional correspondence, site visits, communication with complainants, attorneys, and property owners involved in code violation cases.

Prepares cases for legal action, summarizing evidence gathered in the course of inspections and communications.

May need to Appear in Court to present testimony.

Confers with planning, building, and other staff and officials regarding complaints to clarify interpretation of the law and procedures to be followed, particularly those referred for prosecution.

Determines zoning verification certificates (grandfathered lots) for parcels in the County. Scans and files documents as needed.

KNOWLEDGE, SKILLS, AND ABILITIES

Skill in clear and concise written and verbal communication. Ability to maintain cooperative relationships with those contacted in the course of work activities. Knowledge of computer equipment and programs. Knowledge of GIS is helpful. Knowledge of current planning issues and trends. Knowledge and application of various statistical methods. Ability to apply zoning ordinances. Ability to prepare and present technical reports. Ability to plan and organize comprehensive research studies. Ability to be diplomatic with the public and with developers. Must be detail oriented in reviews and address all aspects of the code.

PHYSICAL DEMANDS

Typically sit at a desk or table. Occasionally walk, stand, or stoop. Occasionally lift, carry, push, pull, or otherwise move objects weighing up to 30 pounds. Use tools or equipment requiring a high degree of dexterity. Regularly drive a motor vehicle. Work for sustained periods of time maintaining concentrated attention to detail. Need to distinguish between shades of color. Travel to local sites for field inspections that may include hiking and code enforcement.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an office, library, computer room, or other environmentally controlled room. Work is sometimes performed outdoors in hot, cold, or inclement weather. Work exposes incumbent to possible bodily injury from spending time at construction sites.

EDUCATION AND EXPERIENCE

Equivalent to a Bachelor's degree in planning, geography, landscape architecture, or a similar planning related field. Two (2) years progressively responsible work experience preferably performing civic planning activities.

LICENSING AND CERTIFICATION

Must possess a valid state of Utah driver's license.

**This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.