

KAYSVILLE CITY

Position: Planner

Position Posted: 12/5/2018

Department: Community Development

Status: Non-Exempt

Kaysville City will be accepting application for the position of Planner until Monday December the 17th at 5 p.m. M.S.T. Applicants are required to submit a current resume and completed Kaysville City Job Application form found at <https://www.kaysvillecity.com/Jobs.aspx>. All forms should be submitted by email to Lyle Gibson, Kaysville City Community Development Director, at lgibson@kaysvillecity.com before the application deadline.

It is expected that select qualified candidates will be contacted to coordinate an in-person interview time within a two-week time frame.

Pay commensurate with experience.

Position Summary

Under the general supervision of the Community Development Director, administers land use and development; prepares studies, plans, regulations and reports; assists the Planning Commission and City Council.

Tools and Equipment

Geographic information systems, computerized planning tools, computer.

Typical Duties

1. Provides public with information necessary to make annexation, land use and development applications; receives inquiries on land use regulations and advises on compliance.
2. Assists in processing petitions and applications, scheduling Planning Commission and City Council consideration and issuing licenses, permits and approvals.
3. Manages the subdivision review process coordinating approvals from various departments and agencies and tracks developments through the approval and construction process for timely completion.
4. Conducts research on issues, policies and concepts pertaining to planning, land use and community development; prepares studies, plans and reports.
5. Conducts site plan and architectural reviews for various land use and development types and performs on-site inspections to verify compliance with approved plans and applicable ordinances.
6. Seeks out and manages grants;
7. May be assigned to attend meetings of various community special interest groups and other agency committees'

6. Attends Planning Commission and City Council meetings and presents proposals and analyses as assigned.
7. Assists in the coordination and preparation of General Plan amendments; prepares proposals for amendments to land use ordinances and policies.
8. Assists in maintaining maps and records.
9. Completes special projects and other duties as assigned.

Minimum Qualifications

1. Education and Experience:
 - A. Graduation from an accredited college or university with a degree in urban planning, landscape architecture, geography, or a closely related field,

AND

 - B. Two (2) years of full-time work experience in civic planning, community or economic development, or closely related field,

OR

 - C. An acceptable combination of education and experience.
2. Necessary Knowledge, Skills, and Abilities.
 - A. Knowledge: Working knowledge of planning, land use and development in all phases; working knowledge of land use ordinances and regulations.
 - B. Skills: Skill in analysis, mapping, and creating and interpreting plans.
 - C. Abilities: Ability to establish and maintain effective working relationships with employees, developers, contractors and the public; ability to communicate effectively, verbally and in writing.

Special Requirements

Educational emphasis and/or work experience in civic planning/development preferred.

Must maintain a valid Utah driver's license.

Selection Guidelines

Formal application; rating of training and experience; reference check; interview with hiring authority.

Physical Requirements

Lifting: Light

Repetitive: Standing, walking, climbing stairs, reaching, keyboarding, talking, and listening.