



CITY OF OREM

HUMAN RESOURCES

Office Job Hotline TDD FAX
229-7186 229-7170 229-7186 229-7306

PLANNER

OPENING DATE: December 13, 2018

CLOSING DATE: January 4, 2019

DUTIES: This is a full-time, benefited professional position working under the direction of the Planning Division Manager. Gathers, analyzes and presents data in the form of written, graphic or oral reports for use by the Planning Commission, City Council and other boards and groups. Reviews development site plans for compliance with city ordinances and policies. Makes recommendations to the City Council, Planning Commission and private developers. Conducts research on issues, policies and concepts pertaining to planning, zoning, and community development. Meets with the general public to discuss planning, zoning, and development issues. Conducts feasibility studies; prepares a variety of reports. Responsible for ensuring conformity with and enforcement of the City's subdivision, sign and zoning ordinances. Creates graphics using GIS and other related products. Resolves a wide range of problems dealing with the review and approval of current planning, ordinance writing, code enforcement, and zoning. Performs other duties as assigned.

QUALIFICATIONS: This position requires graduation from an accredited college or university with a Bachelor's Degree in urban planning, public administration, or a closely related field with five to ten years of progressively responsible experience in professional planning duties. A Master's Degree in a related field is desirable. Thorough knowledge of principles, practices, and techniques of municipal planning and zoning and considerable knowledge of principles and practices of municipal government administration. Ability to work well with City officials, the public and representatives of other agencies and businesses. Excellent writing and communication skills are required. Skill in the use of a computer and its various programs are required. An A.I.C.P. certification is strongly desired. Must possess a valid driver's license and have a good driving record. The successful candidate will be required to pass a pre-employment drug screen and a criminal background investigation.

SALARY: \$4,473.72 to \$6,710.58 per month depending upon qualifications. A full benefit package, with health and dental insurance, vacation, sick leave, paid holidays, and retirement benefits is provided. **SALARY WILL GENERALLY START AT LOWER END OF SALARY RANGE.**

APPLICATIONS: Those interested in applying should submit their application and resume online at www.orem.org or to the Human Resources Office on or before January 4, 2019 at 5 p.m. **ONLY THE INFORMATION ON OR ATTACHED TO THE APPLICATION WILL BE USED FOR SCREENING PURPOSES.**

**THE CITY OF OREM IS AN EQUAL OPPORTUNITY EMPLOYER
56 NORTH STATE STREET OREM, UTAH 84057**