

Senior Planner

Department: Planning
Job Status: Full-Time
Shift: 8:00 PM - 5:00 PM
Days: Mon., Tue., Wed., Thu., Fri.
Status: Open Until Filled

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<https://ut-saratogasprings.civicplushrms.com/CareerPortal/JobDetail.aspx?RequisitionId=43913&SourceId=4560>

Job Description

The City of Saratoga Springs currently has an opening for a Senior Planner to work in the Planning Department. The City of Saratoga Springs is an exciting community located on the northwest shores of Utah Lake in the center of Utah's Wasatch Front Metropolitan Area. The City incorporated in December of 1997. From its very beginning, the City experienced rapid growth and today there is more development interest in the City than at any other time in its short history.

This position will perform a variety of advanced professional and technical duties as needed to implement department work plans and programs related to current and long range planning. Assist in the monitoring of community compliance with established planning, zoning and development ordinances. This is an exempt, full-time position.

Job Responsibilities

- Assists in the development and preparation of Planning Commission and City Council staff reports
- Analyzes and makes recommendations on general plan policies, City ordinances, and development proposals
- Prepares written and oral reports regarding planning programs and studies
- Assists public with various land use applications and permits
- Maintains records, logs and files
- Negotiates planning, zoning and development proposals with developers, citizens and public officials
- Performs studies and analyses regarding population, transportation, housing and economics
- Coordinates planning projects, studies and research
- Responds to requests from the public regarding development and planning projects and policies
- Provides professional advice to staff, property owners, developers and public officials

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- Conducts feasibility studies and prepares project progress reports
 - Creates and updates General Plan elements
 - Coordinates activities of other public agencies and departments
 - Works with other City staff in achieving City's planning and development goals
 - Works with citizens and neighborhood groups in assessing and implementing public policy and initiatives
 - Participates in Development Review Committee
 - Reviews and makes recommendations regarding development proposals including subdivisions, condominiums, site plans, conditional uses, home occupations and rezones
 - Reviews plans for landscaping, architecture, fencing, signs, parking, streets and other site plan and subdivision components
 - Uses various computer text and graphics programs
 - Attends evening meetings to present planning and development projects at least once a week
 - Perform other duties as assigned.

Job Qualifications

Education & Experience:

- A Bachelor's degree in City, Urban, or Regional Planning, Geography, Civil Engineering, Public Administration or other related field from an accredited college or university.
- Five (5) or more years' experience working in a planning and development, particularly related to municipal government operations.

Certifications Required:

- AICP Certification is preferred.
- A valid Utah State Driver License

Knowledge, Skills and Abilities

Knowledge, Skills and Abilities - Knowledge of:

- Planning and zoning principles and ordinances.
- Form based code principles.
- State laws related to Land Use.
- Development Codes.
- Development review and construction.
- Architectural and design concepts.
- Land use legislation.
- General professional office operations with an emphasis on planning and development software programs.
- Good to excellent writing skills are also required for this position.
- Correct use of English language and vocabulary.

Ability to:

- Review subdivision, building and site plans.
- Understand and be conversant with City Ordinances and processes.
- Work independently with little supervision.
- Manage and lead employees with diverse backgrounds and experience.
- Provide effective leadership in coordinating and promoting administrative activities.
- Analyze, interpret, summarize and present administrative, technical, and statistical information and data in an effective manner.
- Prepare staff reports, analyze and recommend regarding policies, plans, developments.
- Interpret and apply City policies, procedures, laws and regulations.
- Analyze problems, identify alternative solutions, and project consequences of proposed actions.
- Prepare clear and concise reports and develop appropriate recommendations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work including City and other government officials, community groups, the general public, and land developers.
- Interact with the public in all situations while maintaining a professional, pleasant and courteous demeanor.
- Manage high levels of stress while maintaining an even emotional demeanor.
- Ability to use Microsoft Office programs including Word, Excel, and Power Point.
- Exercise sound and good judgment at all times.
- Maintain project files and records

Working Conditions

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions—including but are not limited to the job functions, qualifications, and competencies listed herein—of this job in the working conditions below. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. The successfully candidate must be able to perform under the physical demands and work environment of a typical office environment including but not limited to the following:

- Sit at a desk or table to operate a computer and related equipment and to type, read, proofread, interpret, and apply information obtained therefrom.
- Stoop and/or bend to move items into and between file drawers.
- Regularly walk, stand, or stoop.
- Lift, carry, push, pull or move boxes weighing up to 30 pounds.
- Lift, carry, push, pull, or move carts of items weighing up to 100 pounds.
- Work at a computer for sustained periods of time while maintaining efficiency, attention to detail, alertness, proficiency, and accuracy.
- Drive to meetings and appointments.

Additional Information

Salary Range:

The full wage range is as follows: Minimum - \$25.31/hr., Midpoint - \$31.00/hr., Maximum - \$36.70/hr. New hires will generally start at the lower end of the range.

Benefits:

The City offers a competitive benefits package including health, dental, life and long term disability insurance. The City participates in the Utah Public Retirement System (pension). In addition, the City does not participate in Social Security so no Social Security taxes are deducted from your paycheck. In lieu of the City's Social Security contributions, the City contributes 6.2% of salary into a 401(k) retirement plan. Other benefits include 120 hours of paid time off (PTO) and 10 paid holidays.

Closing Date:

Open until filled. Applications will be reviewed as they are submitted.

Disclaimer

The City reserves the right to reject any and all applicants, to waive any requirement set forth in this announcement, and to hire anyone as the City Manager or designee deems 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.

Saratoga Springs is an Equal Opportunity Employer.

Pre-employment drug testing, proof of employment eligibility, and a background check are required.

Application Special Instructions

The City of Saratoga only accepts applications using our on-line application available at www.saratogaspringscity.com. All candidates are required to submit an online application. Please attached any supporting documentation to your online applications such as cover letter, resumes, or proof of certifications

Please contact the Human Resources Department at 801.766.9793 X187 or 801.766.9793 X121 if you have any questions.