



JOB ANNOUNCEMENT

Job Title: Staff Planner
Department: Community Development/Planning & Zoning
Status: Full-Time/Non-Exempt
Effective Date: Thursday, April 11, 2019
Closing Date: Friday, May 3, 2019 at 1:00 p.m.

Salary Range: \$19.64 to \$28.45 per hour; starting wage depends on educations and experience
Benefits: Position is eligible for benefits

JOB DESCRIPTION

GENERAL PURPOSE:

Performs a variety of **professional and technical duties** related to implementing department work plans and programs and monitoring community compliance with established planning, zoning and development ordinances.

SUPERVISION RECEIVED

Works under the general supervision of the Community Development Director

SUPERVISION EXERCISED:

None.

ESSENTIAL FUNCTIONS

Conducts research on issues, policies, and concepts pertaining to planning, zoning, and community development; presents findings to the Board of Adjustment, Planning Commission, and/or City Council; prepares written reports in response to public requests for zoning applications and various ordinance changes.

Prepares proposals in draft form for amendments to zoning ordinance or policy governing local planning, zoning, and development.

Conducts feasibility studies; prepares a variety of reports related to project progress; reviews and updates ordinances affecting planning, zoning, signing, traffic, development and related departmental areas; assist in coordination of projects with other departments or governmental agencies.

Prepare and update various base maps, zoning maps, land use and planning maps; operates computer to review, modify, and generate computerized maps; utilizes computer to conduct various research and solve planning problems; assists in maintaining effective software; may be asked to utilize AutoCad/ESRI software to create conceptual site designs of city developments of parks and other facilities.

Meets with the general public to discuss planning, zoning, and development issues; assists the public to define concerns and presents public questions to management; follows up with public to apprise of city policy and decisions.

Reviews commercial and residential plans and specifications to assure compliance with city zoning ordinances and development agreements; cooperates with builders and developers and assists by identifying actions needed to secure compliance.

Conducts field inspections of completed commercial, multi-family and residential development to further verify compliance; issues signature approval for final certificates of occupancy; initiates sanctions for non-compliance.

Participates in project review meetings with various city department and developer representatives and identifies problem areas related to zoning and negotiates options for compliance.

Prepares staff input for Board of Adjustment, Planning Commission, and/or City Council meetings; presents findings and answers questions regarding agenda items.

Administers issuance of sign permits and helps manage citywide inventory of signs.

Review and approve landscape plans for compliance with city landscape ordinance; monitors building setbacks, signing requirements, driveways, parking lots, dumpster utilization and placement and related site compliance concerns.

Performs related duties as required or assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from college with a bachelor's degree in urban planning, geography, public administration, or a closely related field;

AND

B. Two (2) years of progressively responsible experience performing above or related duties;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills and Abilities:

Some knowledge of legal system and procedures affecting planning, zoning and related operations of the city; principles and practices related to local government planning and zoning, economics, sociology and community organization as applied to urban planning; planning and zoning and subdivision law, theory and application; the relationship between factors affecting urban planning policy, such as economic, political, sociological, legal, etc.; local government structure and operations, including the budgetary procedures and fiscal management; knowledge of Land Use Development Management Act (LUDMA); research methodology, statistical analysis and evaluation of research data; land use, zoning, federal, state, and local laws, and interpersonal communication skills. Experience with GIS systems and designing software (i.e., AutoCad/ESRI) preferred.

Skill in the art of diplomacy and cooperative problem solving.

Ability to interpret codes accurately and effectively; enforce regulations with fairness, tact, and impartiality; communicate effectively verbally and in writing; prepare and present technical reports; operate personal computer and various applications; performs advanced mathematical calculations; develop and maintain effective working relationships with elected officials, federal agencies, state agencies, local governments, subordinates, and the public.

3. Special Qualifications:

A. Must possess a valid Utah Driver's license.

4. Physical Demands and Work Environment:

Tasks require a variety of physical activities not generally involving muscular strain. Physical demands may occur in activities related to walking, standing, stooping, sitting, reaching, etc. Required to push, pull, lift light to medium, 40 lbs. or more on a regular basis. Talking, hearing and seeing required in the daily performance of job duties. Mental application utilizes memory for details, emotional stability and discriminating thinking and creative problem solving. Periodic travel required in course of performing portions of job functions. Frequent local area travel required in the normal course of performing job duties. Occasional exposure to outdoor elements and seasonal weather extremes.

NOTE: All Santaquin City employees must successfully complete a pre-employment drug test and criminal history check following a conditional offer of employment.

Employees required to drive a motor vehicle as an essential job duty will be required to successfully complete a motor vehicle record (MVR) check following a conditional offer of employment.

APPLICATION PROCESS

Interested parties must submit a resume and employment application. Applications may be obtained on line at www.santaquin.org or at the Santaquin City Office, 275 West Main Street, Santaquin, UT 84655. Applications and resumes will be accepted at the City Office, by email to shoffman@santaquin.org, by fax to 801-754-1620 or mail to: (must be received in the office by closing date):

Santaquin City

Shannon Hoffman, Administrative Services Director
275 West Main Street
Santaquin, Ut 84655

Santaquin City is an Equal Opportunity Employer