



Eagle Mountain City

Job Announcement – Planner II or Planner I

Posting Date: June 11, 2019
Expected Closing Date: Open Until Filled
Position: Planner II or Planner I
Department: Community Development (Planning Division)
Salary Range: See Below

Eagle Mountain City has consistently been one of the fastest growing cities in Utah during the last two decades and has a current population of approximately 39,000. The City is ranked 3rd in Utah for total land area, which provides many exciting master-planning opportunities. In coming years Eagle Mountain will see an infusion of jobs, retail development, offices, and a variety of residential projects, and city planners will continue to play a vital role in guiding this development to improve the quality of life for all of the City's residents.

ESSENTIAL FUNCTIONS:

Performs a variety of general and specialized professional planning functions which include predominately current planning; participates in planning projects related to policy development, land use, demographic analysis, housing, economic development/impact, transportation, conducts planning research and studies; presents findings to department head and/or Planning Commission; conducts field inspections on development proposals, land-use issues, surveys, planning studies and other projects.

Reviews subdivision, conditional use, site plan, rezone, master development plan, general plan amendment, and other development applications for conformity to City ordinances; provides zoning, land-use and other code information to developers, property owners, contractors and the general public; processes land-use applications and submissions and coordinates reviews in accordance with City regulations, ordinances and codes while in the office, or on site, or by phone; manages the progress of applications through the approval process; assures the timely review by staff and the timely presentation to commissions or boards as needed; reviews landscape plans, building setbacks, signs, driveways, parking lots, and related site compliance concerns; communicates with applicants, particularly in the transmittal of Development Review Committee (DRC) comments and in the scheduling of DRC meetings.

Assists in the development and preparation of Planning Commission and City Council staff reports, agendas, and other information; analyzes general plan, policies, ordinance compliance, negotiated development exactions, performance standards, and recommends approval or denial of requests; prepares written reports in response to public requests for zoning applications and various ordinance changes; assists in the implementation of land development ordinances; maintains records, logs, and pertinent reports.

Acts as staff to the Development Review Committee and Planning Commission; conducts feasibility studies; prepares a variety of reports related to project progress; reviews and updates ordinances affecting planning, zoning, signage, traffic, development and related departmental areas; attends meetings and makes public presentations as required; conducts field inspections of projects under construction for compliance with City ordinances and conditions of approval imposed by the City. Participates in project

review meetings with various city departments and developer representatives and identifies problem areas related to zoning and negotiates options for compliance.

Assists to coordinate the citizen participation process; 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; coordinates the preparation of meeting agendas as required; publishes notice of meeting via local newspaper and posts notices as required.

Attends and participates in professional functions, meetings and classes; researches and stays abreast of Federal, State and local laws, legislation, codes, regulations, environmental matters, and zoning and land-uses issues pertinent to planning;

MINIMUM QUALIFICATIONS:

Planner II:

Education and Experience:

- Graduation from college with a bachelor's degree in urban planning or a closely related field;

AND

- At least two (2) years of progressively responsible experience in site planning, development application review, land development codes, staff report preparation, public speaking, customer service, and related planning work;

OR

- An equivalent combination of education and experience.

Planner I:

Education and Experience:

- Graduation from college with a bachelor's degree in urban planning or a closely related field

AND

- No experience necessary; however, preference will be given to applicants with some experience working or interning in planning, municipal government, or a related field.

OR

- An equivalent combination of education and experience.

Working knowledge of principles and practices of community development, urban planning and design, local government operation and structures; map reading; principles of public relations; personal computers and applications; and ARC View / ARC Map GIS mapping systems; current and long range planning and site plan compliance; site development, zoning ordinances, urban design, environmental protection and architecture; economics, sociology and community organization as applied to urban planning models; relationship between factors affecting urban planning policy, such as economic, political, sociological, legal, etc.; land use, zoning, federal, state, and local laws.

Ability to research relevant information and present the information to the public in a concise and clear manner; complete daily work programs; complete the compilation, analysis and preparation of planning related professional reports; coordinate a variety of major projects and programs; plan and organize comprehensive research studies; prepare and present technical reports; enforce regulations with fairness, tact, and impartiality; interpret codes accurately and effectively; operate personal computer and various

software applications (word processing, spreadsheet, design, presentation, etc.); communicate effectively, verbally and in writing; operate standard keyboard and perform data entry activities; establish and maintain effective working relationships with employees, other agencies, and the public.

SALARY RANGE:

Hiring will normally occur at or near the minimum of the range and not higher than the midpoint of the range, depending on experience. Note: The City is currently undergoing a wage study that may result in changes to the current salary ranges.

Planner II

Minimum: \$43,546 / year
Midpoint: \$52,255 / year
Maximum: \$62,706 / year

Planner I

Minimum: \$37,549 / year
Midpoint: \$45,059 / year
Maximum: \$54,070 / year

HOW TO APPLY

Interested parties should fill out an online application (eaglemountaincity.com/human-resources) and send a cover letter and resume via email to:

Jessica Alvarez
Human Resources Director
jalvarez@emcity.org

Questions regarding this position may be directed to Steve Mumford, Community Development Director, at smumford@emcity.org.