

Planner II - Saratoga Springs City  
Department: Planning  
Job Status: Full-Time  
Shift: 8:00 AM - 5:00 PM  
Days: Monday - Friday  
Rate of Pay: \$48,152 - \$58,988.80  
Status: Open Until Filled

Apply at <https://www.saratogaspringscity.com/794/Employment-Opportunities>

### Job Description

The City of Saratoga Springs currently has one position available in the Planning Department for a Planner II depending on education, qualifications and experience. If you are interested in working in a growing City with a fantastic team apply today.

This position provides the public with information assistance on planning matters such as zoning, annexation, site plans, subdivision, signs, and conditional uses. This position also conducts field studies and surveys to collect original research data for planning projects, gathers and analyzes statistical data regarding planning, acts as a technical assistant to various boards and commissions, designs and drafts graphs, charts, maps, photographs and other illustrative material, and directs and participates in field investigations of applications for variances of the zoning ordinance.

### Job Responsibilities

The level of responsibility will vary depending on the position. The following are general responsibilities of the essential functions for all of the positions.

Develop and prepare Planning Commission and City Council staff reports.

Analyze and make recommendations on revisions and updates to General Plan policies, City ordinances, and development proposals.

Prepare written and oral reports and presentations regarding planning programs, long range plans, and studies.

Assist public with various land use applications and permits.

Maintain records, logs, and files.

Perform studies and analyses regarding population, transportation, housing, and economics.

Coordinate planning projects, studies, and research.

Respond to requests from the public regarding development, planning projects, codes, and policies.

Provide professional advice to staff, property owners, developers, residents, and public officials.

Conduct feasibility studies and prepare project progress reports.

Create and update General Plan elements and Code language.

Coordinate activities of other public agencies and departments.

Coordinate with the Jordan River Commission, Utah Lake Commission, Mountainland Association of Governments, and other similar groups.

Effectively work with other City staff in achieving City's planning and development goals.

Effectively work with citizens and neighborhood groups in assessing and implementing public policy and initiatives.

Participate in Development Review Committee meetings.

Review and make recommendations regarding development proposals including subdivisions, condominiums, site plans, conditional uses, home occupations, General Plan amendments, concept plans, rezones, sign permits, temporary use permits, and all other land use proposals.

Provide reviews and redlines to developers on said land use proposals.

Review plans for landscaping, architecture, fencing, signs, parking, streets, and other site plan and subdivision components.

Use various computer text and graphics and GIS programs.

Attend evening meetings to present planning and development projects approximately once a week, occasionally more frequently.

Perform other duties as required.

### Qualifications

Planner II:

Bachelor's degree in urban planning, geography, public administration, civil engineering, or closely related field, or an equivalent combination of education and experience in the planning field.

Two (2) years of progressively more responsible experience in planning, code enforcement, zoning, civil engineering, or closely related field.

### Certifications Required

A valid Utah driver license

AICP certification expected when minimum education/work experience is achieved

Knowledge, Skills and Abilities

Knowledge, Skills and Abilities -

Following are general required Knowledge, Skills and Abilities of the positions. The level of knowledge, skills and abilities will vary depending on the position.

Knowledge of planning and zoning principles and ordinances

Knowledge of State laws related to land use

Knowledge of development codes

Knowledge of development review and construction

Knowledge of architectural and design concepts

Knowledge of computer operations and applications with preferred GIS experience

Knowledge of and ability to effectively use both verbal and written English language

Ability to interact professionally and pleasantly with the public, co-workers, applicants, and others in stressful situations

Ability to learn subdivision, building, and site plan review

Ability to learn and be conversant with City ordinances and processes

Ability to work independently with little supervision on multiple tasks

Ability to establish and maintain effective working relationships with public, coworkers, and supervisors

Ability to interpret instructions, research data, and information

Ability to communicate clearly both orally and in writing

Ability to prepare staff reports, analyze and make recommendations regarding policies, plans, developments

Ability to work in an office setting with occasional travel to local sites and businesses

Ability to 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 of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sit at a desk or table to operate a computer and related equipment
- Must be able to stoop and/or bend to move items into and between file drawers
- Must be able to regularly walk, stand or stoop
- Must be able to lift, carry, push, pull or move boxes weighing up to 30 pounds
- Work for sustained periods of time maintaining attention to detail
- Must be able to follow directions and maintain a safe working environment while in the field

#### Additional Information

SALARY RANGE:

Hiring will normally occur at or near the minimum of the range and not higher than the midpoint of the range.

Planner II: (FLSA Exempt)

a. Minimum - \$48,152/yr.

b. Midpoint - \$58,988.80/yr.

c. Maximum - \$69,825.60/yr.

#### 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) accrued annually, 40 hours of short-term medical accrued annually, 10 holidays annually, and a flexible work week.

#### CLOSING DATE

Open until filled.

#### Disclaimer

#### SUSPENSION OF PROCESS, ETC.:

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 guarantee that any responding applicant will be hired.

Saratoga Springs is an Equal Opportunity Employer.

#### NOTES

- The City will provide reasonable accommodations as needed
- Pre-employment drug testing, proof of employment eligibility, and a background check is required

#### Application Special Instructions

The City of Saratoga only accepts applications using our on-line application available at <https://www.saratogaspringscity.com/794/Employment-Opportunities>. 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. To apply, please submit the following City application form and attach a resume, a cover letter and any other supporting documentation you may have.