



MILLCREEK

Millcreek Job Posting PLANNER II

Hiring Range: \$24.00 - \$28.00 per hour
Competitive Benefit Package

Posted: January 10, 2020

Posting Closes: January 27, 2020

JOB SUMMARY

Millcreek, Utah's newest city is hiring a Planner II to work under the direction of Planning and Zoning Director. The Planner II performs a variety of working level professional and technical duties related to implementing department work plans and programs and monitoring community compliance with established planning, zoning and development ordinances.

POSITION(S) SUPERVISED

This position has no supervisory responsibilities

TYPICAL DUTIES

1. Meet performance standards established with the employee's supervisor.
2. Conduct research on issues, policies, and concepts pertaining to planning, zoning, and community development; present findings to the planning commission, city council and appeal authorities.
3. Prepare written reports and recommendations in response to public requests for zoning applications and various ordinance changes.
4. Prepare proposals in draft form for amendments to zoning ordinances or policies governing local planning, zoning, and development.
5. Conduct feasibility studies; prepare a variety of reports related to project progress; review and update ordinances affecting planning, zoning, signs, traffic, development and related departmental areas; assist in coordination of projects with other departments or governmental agencies.
6. Prepare and update various land use and planning maps; operate computer to generate computerized maps; utilize computer to conduct various research and solve planning problems; assist in maintaining effective software.
7. Meet with the public to discuss planning, zoning, and development issues; assist the public to define concerns and present public questions to management; follow up with public to apprise of city policy and decisions.
8. Review business licenses and commercial and residential building permits, plans, and specifications to assure compliance with city zoning ordinances within time guidelines set by the department; provide signature approval for compliance, deny issuance of permits for non-

- compliance; cooperate with builders and developers and assist by identifying actions needed to secure compliance.
9. Review applications for subdivision plats for compliance with city zoning and subdivision ordinances within time guidelines set by the department.
 10. Conduct field inspections of completed development to verify compliance; issue signature approval for final certificates of occupancy; initiate sanctions for non-compliance.
 11. Participate in project review meetings with various city department and developer representatives and identify problem areas related to zoning and negotiate options for compliance; prepare staff input for Planning Commission and City Council Meetings, and documentation for appeal proceedings; administer issuance of sign permits and manage citywide inventory of signs.
 12. Assist applicants in seeking appeals to land use decisions, variances to the land use code, and permits of the City Land Use Hearing Officer within time guidelines set by department.
 13. Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - a. Bachelor's Degree from a regionally accredited college or university with major course work in urban planning, geography or a closely related field.
 - b. Three (3) years of experience performing above or related duties.
2. Special Qualifications:
 - a. Valid Utah Class D Driver's License required.
 - b. American Institute of Certified Planners (AICP) certification preferred.
3. Knowledge, Skills, & Abilities:
 - a. 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.
 - b. Local government structure and operations, including the budgetary procedures and fiscal management; research methodology, statistical analysis and evaluation of research data; land use, zoning, federal, state, and local laws; interpersonal communication skills.
 - c. Ability to operate a personal computer and demonstrated skill in Microsoft Office, Adobe Creative Suite, and ArcGIS.
 - d. Ability to work with the public and city staff in a busy and often stressful environment with a professional and positive approach; skill in the art of diplomacy and cooperative problem solving.
 - e. 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; perform advanced mathematical calculations.

- f. Develop and maintain effective working relationships with elected officials, federal agencies, state agencies, local governments, subordinates, and the public.
- g. Ability to work with the public and city staff in a busy and often stressful environment with a professional and positive approach; skill in the art of diplomacy and cooperative problem solving.

WORKING CONDITIONS

1. **Environment:** Work is performed primarily in a standard office environment with some travel to different sites; incumbents may be required to work extended hours including evenings, weekends and holidays and may be required to travel outside City boundaries to attend meetings. Light physical effort and usually comfortable working positions.
2. **Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
3. **Vision:** See in the normal visual range with or without correction
4. **Hearing:** Hear in the normal audio range with or without correction.
5. **Attendance:** Employee is expected to be in the city offices during normal business hours Monday through Friday.

Application Process:

Interested applicants should submit a resume with cover letter and references to:

Millcreek Human Resources
Attn: Stephanie Bond
3330 South 1300 East
Millcreek, UT 84106

OR

sbond@millcreek.us

Final candidate must be able to pass background check and pre-employment drugscreen.

Millcreek participates in the federal Employment Eligibility Verification Program ([E-Verify](#)). If hired, your continued employment will be contingent upon confirmation of your employment eligibility through the E-Verify system.

Millcreek is an equal opportunity employer *without regard to age, marital status, color, disability, national origin, sex, sexual orientation, gender identity, race or religion.*

To request accommodation under the Americans with Disability Act, please contact Kurt Hansen, khansen@millcreek.us or (801) 214-2700.