



Full-Time Position Vacancy

Planner

The Town of Springdale is seeking a full-time Planner to work under the supervision of the Director of Community Development. This position is responsible for assisting in planning, organizing, and coordinating town-wide community and economic development operations and initiatives. Qualified applicants must have either: a) a master's or bachelor's degree in urban planning, public administration, or closely related field, and sufficient experience to perform the duties outlined in the job description, or b) an equivalent combination of education and professional planning-related experience. Qualified applicants must possess a valid Utah driver's license.

Summary:

This position performs a variety of professional, general administrative and complex clerical duties needed to expedite the day-to-day processes, procedures, and projects of the Community Development Department. Duties include preparing written reports to various commissions, responding to requests for information from the public, and management and organization of planning documents. The Associate Planner may also supervise and coordinate with the Code Enforcement Officer to resolve issues related to town zoning and nuisance ordinances, and may take the lead on General Plan updates and other long-range planning projects.

Some knowledge of planning principles related to city and small-town planning is necessary. Skills in the art of diplomacy and cooperative problem solving, presentation, and organizational management are also necessary. This position is required to prioritize workflow and meet deadlines while working on various projects simultaneously.

Associate Planner, Senior Planner, and Principal Planner job descriptions are available on the Town's website. The descriptions include essential functions and minimum requirements of the Planner positions:
(www.springdaletown.com/administration/employment/).

Compensation:

Competitive compensation, consistent with training and experience, is offered. Anticipated hiring range is:

- Associate Planner \$18.67 - \$23.34/hour (\$38,836 - \$48,545/year);
- Senior Planner \$22.25 - \$27.81/hour (\$46,274 - \$57,843/year);
- Principal Planner \$25.69 - \$32.11/hour (\$53,427 - \$66,784/year)

Application Process:

Interested applicants should submit a Town employment application, resume, short example of a writing product prepared for a professional or academic purpose (1-2 pages), and cover letter to Dawn Brecke, Town of Springdale Human Resources, 118 Lion Blvd., P.O. Box 187, Springdale, UT 84767. Position will remain open until filled. First review of applicants will be Friday, June 19, 2020. Applications are available on the Town's website.

The Town of Springdale is an equal opportunity employer and an alcohol and drug-free work place. The successful applicant will be required to submit to pre-hire drug testing and physical, and be a rated qualified driver after review of applicant's MVR per town policies.