



April 5, 2021

PUBLIC NOTICE

The City of South Salt Lake is accepting applications for the following position:

Planner I

POSITION SUMMARY

The Planner reports to the Division Manager for Planning and Business Licensing; assists the general public in answering general land use, building permit and business license inquiries; performs technical work in current and long range planning, and development and implementation of land use and related policies and regulations.

ESSENTIAL RESPONSIBILITIES AND DUTIES

1. Provides assistance to the public
 - 1.1 Provides zoning, development and statistical information
 - 1.2 Prepares written responses to zoning inquiries
 - 1.3 Assists in updating the department website
 - 1.4 Assists City visitors with information about programs and services
2. Performs current planning activities for the City
 - 2.1 Meets with developers and the public to review development proposals
 - 2.2 Maintains records of development activities
 - 2.3 Processes land use applications
 - 2.4 Coordinates project progress with other departments and agencies
 - 2.5 Participates in project review meetings
 - 2.6 Prepares handouts for community development and zoning issues
 - 2.7 Monitors compliance with zoning and development ordinances and approvals
 - 2.8 Prepares, advertises, and distributes agendas and supporting materials
 - 2.9 Prepares and presents reports on land use applications as requested
 - 2.10 Attends public meetings
 - 2.11 Reviews sign and building permit applications for compliance with City regulations
 - 2.12 Researches best practices for planning and zoning related issues
3. Assists in providing long-range planning programs for the City
 - 3.1 Conducts research and studies relating to community development, housing and zoning
 - 3.2 Prepares and presents various community development reports

MINIMUM QUALIFICATIONS

- Graduation from an accredited four year college or university with a bachelor's degree in urban planning or a closely related field
- Skills in creating maps and reports using GIS
- Must possess a valid state driver's license or have the ability to obtain one prior to employment.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of zoning laws and comprehensive plans including their formation, process of adoption, and enforcement; knowledge of records management techniques.
2. Skill in word processing, office machine usage and the operation of desk top computers.
3. Ability to communicate effectively, both orally and in writing, with architects, contractors, developers, property owners, employees and the general public; ability to establish effective working relationships; ability to use independent judgment.

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met or will be encountered by an employee while successfully performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to reach with hands and arms. The employee is usually required to sit, stand, walk, and use hands to operate objects, tools or controls. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually quiet in the office and moderate in the field.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description is subject to change by the employer as the needs of the employer and requirements of the job change.

GRADE: 17

ANNUAL SALARY RANGE: \$18.69 - \$28.27 per hour (typically hire at minimum)

CLOSING DATE: Monday, April 19, 2021

MUST COMPLETE CITY APPLICATION

Resumes submitted without application will not be considered.

Application available on website at www.southsaltlakecity.com

FINAL APPLICANT MUST SUBMIT TO & PASS A DRUG SCREEN & BACKGROUND CHECK

EQUAL OPPORTUNITY EMPLOYER

This organization uses E-Verify