



NOTICE OF JOB OPENING

City Planner I

Posting Date: January 19, 2022
Department: Planning
Reports to: Planning/Economic Development Director
Salary Range: Salary Range: N-09 \$20.47 - \$30.26 per hour
(Starting Range: \$20.47 - \$24.90 per hour)
Position Type: Full Time
How to Apply: Applications available at bountifulutah.gov (City Application REQUIRED)
Send to: Human Resources, 795 South Main Street, Bountiful, UT 84010
Email: jobs@bountiful.gov
Deadline to Apply: 5:00 p.m., Monday, January 31, 2022

Overview:

Under general supervision of the Planning Director, the City Planner I reviews a variety of current planning projects for conformance with City ordinances and programs to facilitate the orderly, integrated growth of the City of Bountiful. The position will include excellent opportunities for experience in a variety of Planning initiatives and projects.

Tasks:

Review site plans and building plans for residential development projects and commercial projects to ensure compliance with land use code and community development plans, goals, and objectives; reviews business license applications for planning/land use code compliance; prepare staff reports and present recommendations to the Administrative Committee, Planning Commission, and City Council, meetings, as assigned.

The position will be responsible for planning matters such as zoning, land use code text amendments, annexations, site plans and conditional uses; conduct field studies and surveys to collect original research data for planning projects; gather and analyze statistical data regarding planning; design and draft graphs, charts, maps, photographs and other illustrative material; participate in field investigations of applications for variances to the land use code. The City Planner I will coordinate the development and implementation of the Bountiful Trails Master Plan and provides assistance in overseeing the Trails Advisory Committee.

Knowledge, Skills and Other Characteristics:

Knowledge and experience in customer service or dealing with public in a professional environment;
Skill in establishing and maintaining effective working relationships with City officials, business owners/manager, State and Federal officials, and the public;
Skill in reviewing site and building plans;
Skill in researching a variety of short and long term community development plans;
Skill in analyzing/evaluating a variety of projects/plans to determine if they integrate with the City's short/long term community development plans and comply with applicable planning and land use code;
Skill in generating support for a variety of short/long term community development plans, goals, and objectives.

Qualifications:

Must have a Bachelor's Degree in City Planning, or closely related field and a minimum of 1-2 years experience working in municipal or private planning, design experience, or a combination of education and experience.

Must possess or be able to obtain a valid Utah Driver's License.

Must successfully pass a background check, driving record check and a pre-employment drug test.