



CLASS SPECIFICATION

Class Title: Planner II_
Department: Community/Economic Development
FLSA: Non-Exempt

Class Code: 6616
Grade: 20
Eff. Date: 06/18/2021

GENERAL PURPOSE

Under general supervision of the Planning Manager, performs professional and technical work in county planning.

EXAMPLE OF DUTIES

Responds to public questions regarding planning, zoning, annexations, building permits, site plans, subdivisions, conditional uses, and business licenses.

Reviews subdivisions, conditional uses, site plans, building permits, business licenses for compliance with county and state codes. Prepares written reports to present to various boards. Coordinates development proposals with other county departments to assure all applicable development standards are met.

Performs frequent customer service and provides front counter representation for the county. Acts as the point of contact for applicants regarding the status of their review, explanation of comments, and required revisions.

Conducts field inspections of projects for compliance with county ordinances and conditions. Researches, analyzes and processes technical and scientific data pertinent to development of planning policies and projects; assists in developing goals and policies.

Assists in writing contracts, Requests for Proposals, and plans for county projects. Assists in updating and writing technical documents such as the general plan, subdivision, and zoning ordinance. Assists in Planning related grants and associated programs.

Provides research and analysis to the Planning Manager with specific recommendations for development standards, planning objectives, and evaluation criteria, especially as it relates to the Land Use Development Management Act (LUDMA).

Conducts inspections on conditional use permits granted by the Planning Commission to ascertain continued compliance to the conditions imposed.

Designs and drafts graphs, charts, maps, photographs, and other illustrative material.

Performs research and makes recommendations relating to current and master planning, publications, and special projects as assigned.



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Helps in the preparation and posts legal notices for the county website and newspaper as required by county code and LUDMA.

Prepares and mails letters to applicable entities to notify of public hearings or meetings.

Acts as a technical assistant to the Planning Commission, County Commission and other various boards and committees providing general and specific information, statistical data and appropriate files on agenda items that are related to county planning.

Presents information to county commissioners, planning commissioners, cities, and other agencies concerning planning or zoning issues; answers technical questions.

Assists with and occasionally manages code enforcement processes.

Responds to GRAMA requests and other applications as assigned.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. **Education and Experience:**

Graduation from an accredited college or university with a Bachelor's Degree in Planning, Geography, Architecture, or a closely related field, plus three (3) years of full-time experience as a planner. An acceptable combination of education and experience may be considered.

2. **Special Qualifications:**

Preference for certification from the American Institute of Certified Planners (AICP) and preference for work experience with related software programs (ArcGIS, Google SketchUp).

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code

3. **Necessary Knowledge, Skills, and Abilities:**

Thorough knowledge of: planning, zoning and subdivision law, theory and application; local government structure and operation; research methodology and statistics; physical design; public relations concepts, practices, principles and strategies.



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Skill in: preparing and giving public and professional presentations to large and small groups, the use of planning software and standard office equipment. Intermediate skill in Microsoft Word, Excel, PowerPoint.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: prepare and present technical reports; compile data and prepare written and oral reports; work efficiently with minimal supervision; perform math and statistical computations and analysis; appropriately apply zoning ordinances; communicate effectively (orally and in writing); follow written and oral instructions; establish and maintain effective working relationships with supervisors, other employees/departments, other agencies, and the general public.

WORKING CONDITIONS

Climbing, reaching, stooping, bending, and lifting; travel within the state; push/pull, shove and otherwise move objects weighing up to 50 lbs.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.***

Approval Information

Date: 6/18/2021
Department Approval: Kent Andersen
HR Generalist Approval: Hollie McKinney
Classification Approval: Marina Brito