



Job Title: Planner II

Department: Tooele County Community Development Office

Starting Salary: \$26.09 to \$31.83 DOQ

Status: Full-time with Benefits

Closing Date: September 26, 2017

The Opportunity: Tooele County is currently accepting applications for a cutting edge professional to be responsible for administrative work in conducting major activities, special projects, or programs in planning and zoning and other community development projects. This is an exciting new office for Tooele County revolving around our progressive growth and sustainable communities.

This opportunity includes this great comprehensive benefit package:

- Competitive health, dental and vision packages from Utah's leading health providers
- 401 K match
- Participating Utah Retirement Services (URS) member
- Meeting, conference and network opportunities
- Extensive training opportunities
- Comprehensive voluntary insurance program
- Access to top leadership at local government and state government levels
- PTO leave as well as 11 paid holiday

Position Duties: Will apply comprehensive knowledge of the various principles and practices of urban, rural and regional planning and design, including an understanding of the fundamentals of economics, local government finance, sociology, engineering, and construction to support planning and zoning and urban development for the department of Community Development.

Please see our website for a complete job description, duty detail, and skills and abilities requirements.

Minimum Qualification:

- ◆ Graduation from an accredited College or University with a bachelor degree in rural or urban planning preferred; similar degree required
- ◆ Two completed full time years as Planner I or relative position preferred; six months a requirement
- ◆ American Association of Code Enforcement (AACE) certification as a code enforcement officer preferred; requirement within 6 months in position

Send a resume and completed application to the office below for consideration for the position.

For a complete job description or an on-line application please visit
<http://www.co.tooele.ut.us/hr.html>

Applications must be submitted to
Tooele County Human Resource Office, Rm 308
47 South Main Street Tooele
or email application and resume to tadams@tooeleco.org
EEO Employer

**Tooele County
Job Description**

JOB TITLE:	<u>Planner II</u>	JOB CODE:	<u>472</u>
DIVISION:	<u>Planning and Zoning</u>	EFF. DATE:	<u>09/5/2017 (5/2016)</u>
DEPARTMENT:	<u>Community Development</u>	GRADE:	<u>27</u>
EEOC CLASS:	<u>Professional</u>	FLSA:	<u>Exempt</u>
WORKERS COMP:	<u>County</u>	CDL:	<u>Not Required</u>

GENERAL PURPOSE

Performs professional and responsible administrative work in conducting major activities, special projects, or programs in planning and zoning. Performs other related tasks as required.

SUPERVISION RECEIVED

Works under the supervision of the Senior Planner and the Community Development Director.

SUPERVISION EXERCISED

May serve as lead worker over subordinate professional, technical, and/or clerical personnel.

EXAMPLE OF DUTIES

Applies a comprehensive knowledge of the various principles and practices of urban, rural and regional planning and design, including an understanding of the fundamentals of economics, local government finance, sociology, engineering, and construction; thorough knowledge of the zoning ordinance, subdivision ordinance, county code, and state codes and regulations pertaining to planning and zoning; ability to organize, and carry out complex research projects and present the results effectively in oral, written, and graphic form; provides information related to the determination of policy and interpretation of ordinances to the public, county interoffice and other governmental agencies.

Assists with updates to segments of the general plan, and performs special studies into land use, zoning, transportation, as well as other areas. Oversees data collection and analysis for reports and studies, conducts field inspections, and prepares zoning amendments and environmental impact studies. Oversees the handling of applications received for long and short term planning efforts such as conditional use permits, occupancy permits, major subdivisions, rezoning, general plan amendments and planned use developments. Attends planning commission and board of adjustment meetings and provides information to the public on planning, zoning, and subdivision matters. Issues investigation reports/notice of violations and criminal citations for violations of the zoning ordinance, subdivision ordinance, applicable sections of the Tooele County code and other development, nuisance, and regulatory codes adopted and enforced by Tooele County. Makes administrative determinations on zoning issues.

Performs field inspections to insure compliance with zoning and business license ordinances; coordinates efforts with other regulatory and enforcement agencies; uses surveillance techniques and document on paper, picture and video all violations and issues investigation reports and citations per established procedures; gives testimony in court to support action taken by the county or to defend county position.

Researches and assists in the writing of grants for the functions of Tooele County government at the request of department heads or the County Commission. Assists with the presentations of grant submissions to philanthropic and governmental organizations.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from college with a bachelor degree in rural or urban planning;

AND

B. Six month of responsible and satisfactory experience performing as a Planner I or equivalent;

C. American Association of Code Enforcement (AACE) certification as a code enforcement officer within 6 months of acceptance of the position; or

OR

E. An equivalent combination of education and experience.

2. Special Qualifications:

Must have a valid Utah driver's license. Must possess and maintain a clean Utah driver's license with no DUI's/ARR's in the past five (5) years and no more than two (2) moving violations within the past 24 months.

American Institute of Certified Planners (AICP) certification as a professional planner preferred.

3. Knowledge, Skills and Abilities

Possesses the ability to organize and prepare work under general guidance and direction; ability to work under pressure caused by strict schedules and deadlines.

Has the ability to maintain effective working relationship with county officials, architects, developers and contractors, other agencies, and the general public. Interprets codes, ordinances, statutes, agency regulations and procedures, resolutions, deeds and contracts; organizes and conducts meetings, public speaking, presentations and workshops; makes staff reports on subdivision applications to the planning commission and County Commission. Performs training to commissions and boards, technical, administrative and clerical staff.

Must have advanced understanding and ability to perform advanced functions on all modern computer programs including but not limited to Word, Excel, PowerPoint, Outlook, search engines on internet browsers. The ability to learn and function with varied programs related to urban development, state and local ordinances and County processes.

4. Working Conditions and Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Working conditions conform to the usual indoor office environment.

While performing the duties of this job the employee is frequently required to sit, talk and hear. The employee is occasionally required to stand, walk, use hands, reach with hands and arms, climb or balance, stoop or kneel. Hand dexterity is required for computer use.

Incumbent makes mental applications utilizing memory for details, verbal instruction, and guided problem solving. Often involves stressful situations involving customer relations, public relations and high pressure conflicts.

There may be limited travel. Candidate may be required to exert light physical effort, including frequent lifting of up to ten pounds and occasional lifting of up to 25 pounds. Some work is performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather; and, work may expose incumbent to possible bodily injury when conducting field work.

OTHER QUALIFICATIONS:

Achieve a competent or higher rating overall in each performance evaluation, which measures the following:

- thoroughness, planning and organization, neatness and accuracy;
- learning and knowing all phases of the job; recognizing and solving routine problems;
- knowing the office policies, systems and services;
- compared to other employees, maintaining a competent volume of work in addition to regular tasks, and also a competent speed of work;
- being resourceful; volunteering suggestions for improvement of work; being self-starting; seeking new tasks; taking responsibility;
- making decisions; studying and considering all facts; using common sense;
- cooperating with supervisors and peers; accepting constructive criticism; seeking self-betterment through education and other means;
- being friendly, helpful and showing self-control;
- being punctual in attendance; and
- being professional in dress and manner; showing good housekeeping of the general work area.

APPROVED:

Dated this _____ day of _____ 2017.

DIRECTOR

HUMAN RESOURCES

COMMISSIONER

New Employee Certification of Receipt of Position Description	
I certify that I have read and have received a copy of this position description and understand this is a current description of the expected duties and responsibilities of my job with Tooele County Community Development's Department.	
Employee's Signature	Date