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**Job Title:** Senior Planner  
**Department:** Tooele County Community Development Office  
**Starting Salary:** \$34.96 to \$42.66 DOQ  
**Status:** Full-time with Benefits  
**Closing Date:** September 26, 2017

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**The Opportunity:** Tooele County is opening a new department to oversee the evolving growth in business, transportation, rural and urban expansion and population increases in our area. We are currently seeking a leader in the field of urban and rural planning to work closely with other local governments within and surrounding Tooele County to be responsible for professional, administrative and supervisory work in 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. Develops and implements the Tooele County General Plan, transportation plan, annexation plans and other related plans.

Please see our website for a complete job description, duty detail, and comprehensive high level skills and abilities that are required to be successful in this position.

**Minimum Qualification:**

- ◆ Graduation from an accredited College or University with a graduate degree preferred; bachelor's degree in planning or closely related field required
- ◆ American Institute of Certified Planners (AICP) certification as a professional planner
- ◆ Five completed full time years as Planner I, II and III or related position preferred
- ◆ Increasing abilities and responsibilities in supervisory roles
- ◆ American Association of Code Enforcement (AACE) certification as a code enforcement

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

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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](mailto:tadams@tooeleco.org)  
EEO Employer

**Tooele County**  
Job Description

<b>JOB TITLE:</b>	<u>Senior Planner</u>	<b>JOB CODE:</b>	<u>202</u>
<b>DIVISION:</b>	<u>Planning and Zoning</u>	<b>EFF. DATE:</b>	<u>9/5/2017</u>
<b>DEPARTMENT:</b>	<u>Community Development</u>	<b>GRADE:</b>	<u>33</u>
<b>EEOC CLASS:</b>	<u>Professional</u>	<b>FLSA:</b>	<u>Exempt</u>
<b>WORKERS COMP:</b>	<u>County</u>	<b>CDL:</b>	<u>Not Required</u>

**GENERAL PURPOSE**

Act as the County Zoning Administrator. Perform professional, administrative and supervisory functions in County planning and zoning and ordinance enforcement.

**SUPERVISION RECEIVED**

Receives broad guidance and supervision from the Director of Community Development Department.

**SUPERVISION EXERCISED**

Manages and supervises planning and zoning personnel.

**EXAMPLE OF DUTIES**

**Planning and Zoning**

- Develops and implements the Tooele County General Plan, transportation plan, annexation plans and other related plans.
- Presents at planning and zoning, County Commission and other public meetings as assigned.
- Reviews zoning change requests and subdivision plans.
- Applies rural and urban planning principles as they relate to community development and subdivision design.
- Evaluates trends and demographic information to make planning or land use decisions as well as proactive recommendations.
- Coordinates with officials of Tooele County, other counties, municipalities and state and Federal governments.
- Proposes amendments to land use and subdivision ordinances and to the Tooele County code in support of the public interest and county goals.
- Functions as an advisor to the Department Director, Planning Commissioners and other public officials.
- Advises public and private sectors in developing new concepts, plans, projects, or programs.
- Creates and maintains records tracking processes.

**Ordinance Enforcement**

- Acts as the ordinance enforcement administrator for Tooele County.
- Researches and interprets codes, ordinances, statutes, regulations and procedures, resolutions,

- deeds and contracts.
- Performs field inspections, documents findings, coordinates with other agencies and determines compliance.
- Negotiates with violators and issues citations as necessary to obtain compliance.
- Presents ordinance violation cases in administrative hearings.
- Submits un-resolved cases to the County Attorney's office.

## **Management**

- Manages the Planning Division.
- Interprets and analyzes technical and statistical information.
- Prepares and presents oral, written and graphic reports.
- Negotiates, and manages contracts, agreements, grants, and special studies.
- Performs normal administrative/supervisory functions relative to division activities and personnel.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively for the benefit of the public.
- Other tasks and duties as assigned by the Director and/or Board of County Commissioners.

## **MINIMUM QUALIFICATIONS**

### **1. Education and Experience:**

- A. Graduation from college with a bachelor degree in rural or urban planning;  
AND
- B. AICP<sup>1</sup> certification as a professional planner.  
AND
- C. Five years of responsible and satisfactory experience performing minimally as a Planner II or equivalent;  
AND
- D. AACE<sup>2</sup> certification as a code enforcement officer;  
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. Graduate degree preferred. Increasing responsibilities in supervisory roles preferred.

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<sup>1</sup> American Institute of Certified Planners

<sup>2</sup> American Association of Code Enforcement

### 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. Must possess the ability to publicly speak and convey ideas while under pressure of public scrutiny and opposition.

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. Conducts training for 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:

- C thoroughness, planning and organization, neatness and accuracy;
- C learning and knowing all phases of the job; recognizing and solving routine problems;
- C knowing the office policies, systems and services;
- C compared to other employees, maintaining a competent volume of work in addition to regular tasks, and also a competent speed of work;
- C being resourceful; volunteering suggestions for improvement of work; being self-starting; seeking new tasks; taking responsibility;

- C making decisions; studying and considering all facts; using common sense;
- C cooperating with supervisors and peers; accepting constructive criticism; seeking self-betterment through education and other means;
- C being friendly, helpful and showing self-control;
- C being punctual in attendance; and
- C being professional in dress and manner; showing good housekeeping of the general work area.

**APPROVED:**

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2017.

\_\_\_\_\_  
Director

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
County 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 Community Development's Department.

Employee's Signature

Date