



## JOB DESCRIPTION

Title: **ASSISTANT PLANNER**  
Department: Community & Economic Development  
Class Code: 3336  
FLSA Status: Non-Exempt  
Effective Date: October 3, 2011

### GENERAL PURPOSE

Under the general supervision of the Community Development Supervisor, assists in the Community and Economic Development Division as required.

### ESSENTIAL DUTIES

(Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class.)

- Responds to and assists the general public, realtors, contractors, developers, etc., in regards to city planning, and zoning matters by phone or at the public counter; assists applicants in the processing for site plan review, conditional use permit, Board of Adjustment, subdivisions and rezoning applications.
- Prepares reports, makes recommendations on approval, denial or modification of applications for agenda items for Planning Commission and Board of Adjustment. Participates in Planning Commission, Board of Adjustment and planning review meetings in presenting staff recommendations as assigned.
- Assists in the General Plan updates as amendments occur; researches plats and records to determine the ownership of property. Assists in the preparation, revision, and update of the City Land Use Code. Assists in planning studies, surveys involving the correlation and assembly of information; participates in preparation of charts, maps and visual aids, and compiles information.
- Serves as staff in providing information to elected and appointed officials, e.g. City Council, Planning Commission, Board of Adjustment, etc., as requested in matters relating to planning and development; coordinates development proposals with other City Departments to inform or receive appropriate developmental standards.
- Periodically signs off zoning approval for building permit applications; receives and responds to citizen complaints regarding zoning violations and coordinates with code enforcement officers. Maintains records of complaints and maintains files for follow-up on inspections and prosecution, may appear as a witness in court as necessary.
- Responds to complaints regarding zoning ordinance violations, gathers data relating to violations and issues notice of violations and occasionally citations, delivers documents; patrols city streets in search of zoning ordinance violations.
- Inspects finished commercial construction prior to issuance of occupancy permits for compliance with zoning regulations, maintains files for follow-up on required improvements, initiates sanctions for non-compliance and works with the City Forester and Shade Tree Commission to resolve

landscape issues. Coordinates with contractors, developers, and property owners the execution of deferral agreements and the maintenance of applicable records and coordinates release of funds when appropriate.

- Administers the weed abatement program of the City, solicits contractor bidding, monitors contractor performance, prepares billings documents, prepares lien documentation and filings, develops and maintains weed control database.
- Works with the Community Development Manager and Senior Planner to determine the legal non-conforming status of buildings, structures, or parcels of land.
- Inspects conditional use permits approved by the planning commission for compliance with city regulations and prepares cases for revocation hearings and presents evidence as needed. Inspects signs that require a building/sign permit for compliance with the city sign code and administers sign enforcement responsibilities and compliance.
- Assists the Business License Specialist in administration of business license program including, but not limited to the following:
  - Assists the public with general information as well as assisting public in completing required forms for all business related licensing (beer, liquor, consumption, etc.); provides information to the public pertaining to licensing of businesses; coordinates with City and outside agencies regarding business licenses when required; issues license after determining applicant is in compliance with all City, County and State Statutes and Ordinances.
- Performs related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- Graduation from an accredited university with a bachelor's degree in planning, political science, geography or in a closely related field. Although not required for consideration for the position, preference will be given to candidates with at least six (6) months of experience in planning and zoning, code enforcement, or government relations, or any equivalent combination of education and experience.

### Necessary Knowledge, Skills and Abilities

- General knowledge of city ordinances and regulations in order to provide public information needs at the counter and on the phone. Knowledge of community development practices, local government operation and structures, map reading, interpretation, and principles of public relations.
- Ability to communicate relevant information to the public regarding City ordinances, procedures, and development standards; ability to communicate effectively verbally and in writing, ability to communicate effectively at the counter and over the phone with City employees, citizens, developers, and contractors; furnishing and obtaining information; ability to work effectively with upset customers in maintaining and improving the City's public image.
- Must have or be able to obtain a valid Utah Driver License.
- Some knowledge of Geographic Information Systems (G.I.S.), ArcView is desirable.

## **TOOLS & EQUIPMENT USED**

- Personal computer including word processing, spreadsheet and database software; motor vehicle; phone; copy and fax machine, and other equipment pertaining to this position.

## **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.

- Work is performed in a combination of office and in-the-field settings. Considerable outdoor work may be required in the inspection of various land uses and other matters. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is regularly required to stand, sit, walk, talk or hear; use hands to handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and smell.
- The employee must occasionally lift and/or move up to 75 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.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while 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 occasionally works in outside weather conditions. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
- The noise level in the work environment is usually moderate.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_