



CLASS SPECIFICATION

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

Class Code: 6615
Grade: 18
Eff. Date: 09/05/2019
Revised: 6/15/2022

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, business licenses, site plans, subdivisions, and conditional uses.

Reviews subdivisions, conditional uses, site plans, building permits 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, public inquiries, and coordinating the review process for applications and permits.

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 plans and grants for county projects. Assists in updating and writing technical documents such as the general plan, subdivision, and zoning ordinance.

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.

Acts as a technical assistant to various boards and commissions 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.

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, Landscape Architecture, or a closely related field. 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, i.e. ESRI, Arc Map or Arc Pro and 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:**

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.

Skill in: preparing and giving public and professional presentations to large and small groups, the use of planning software and standard office equipment.

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.**