



CLASS SPECIFICATION

Class Title: Planning Manager
Department: Community/Economic Development
FLSA: Exempt

Class Code: 789
Eff. Date: 09/24/13
Grade: 27

GENERAL PURPOSE

Under general supervision of the Director, performs professional and technical work in planning, community and economic development, and tourism.

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

Assists the Director in managing all aspects of the department including employee supervision; provides input and may conduct performance appraisals.

Processes land use applications. Assures compliance with applicable ordinances and codes, reviews applications for compliance with the General Plan; makes recommendations with respect to transportation connectivity, utilities, and sound design practices, and submits recommendations to the Planning Commission and County Commission. Participates in project review meetings with various officials, boards, and representatives, and negotiates options for problem areas related to zoning, planning, and development. Reviews and makes recommendations for revisions and updates to zoning ordinances or policies governing local planning, zoning, and development.

Participates in Community Development Block Grant and Social Services Block Grant Programs; assists in the fund allocation process and overseeing expenditure of allocated funds.

Assists Director with new construction project management for County-owned projects.

Prepares, publishes, and distributes graphs, charts, maps, photographic, and other illustrative materials.

Reviews applications for building permits and business licenses for compliance with County ordinances and regulations.

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 urban or regional planning, civil engineering, landscape architecture, geography, or a closely related field, plus five (5) years of full-time comparable progressively responsible experience in municipal planning, community or economic development, or closely

related field. An acceptable combination of education and experience may be considered. A graduate degree in urban planning or public administration may substitute for one (1) year of full-time experience.

2. Special Qualifications:

Preference for certification from the American Institute of Certified Planners (AICP).

Educational emphasis and/or work experience in civic planning/development preferred.

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:

Working knowledge of: the principles, practices, and structure of City/County government; principles and practices of urban planning and community/public economic development; zoning and subdivision ordinances; TDR programs; nomenclature symbols, techniques, and mathematics used in maps and topographical drafting; research methodology and statistics.

Skill in using all applicable computer hardware and software applications/programs, and other related equipment including 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: compile data and prepare written and oral reports; make professional oral presentations to large and small groups; work efficiently with minimal supervision; operate all applicable computer hardware and software applications; perform math computations; compute, understand and apply statistical data; appropriately apply zoning ordinances; perform duties that require climbing, reaching, stooping, bending, and lifting; travel within and outside of the state; push/pull, shove and otherwise move objects weighing up to 50 lbs.; 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.