

Uintah County

Job Description



Title:	Planner	Code:	209
Division:	Planning	Effective Date:	3/07
Department:	Building/Planning/Zoning	Last Revised:	3/07
FLSA Cat:	Exempt	Pay Grade:	26

GENERAL PURPOSE

Performs a variety of **full performance, professional and technical duties** related to implementing department work plans and programs and monitoring community compliance with established planning, zoning and development ordinances.

SUPERVISION RECEIVED

Works under the general supervision of the Planning Director.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Conducts research on issues, policies, and concepts pertaining to planning, zoning, and community development; presents findings to the planning commission and/or county commission; prepares written reports in response to public requests for zoning applications and various ordinance changes.

Prepares proposals in draft form for amendments to zoning ordinance or policy governing local planning, zoning, and development.

Conducts feasibility studies; does research and evaluates data; prepares a variety of reports related to project progress; reviews and updates ordinances affecting planning, zoning, signs, traffic, development and related departmental areas; assist in coordination of projects with other departments or governmental agencies; makes presentations to explain, interpret and communicate findings.

Prepare and update various land use and planning maps; operates computer to generate computerized maps; utilizes computer to conduct various research and solve planning problems; assists in maintaining effective software.

Meets with the general public to discuss planning, zoning, and development issues; assists the public to define concerns and presents public questions to management; follows up with public to apprise of county policy and decisions; coordinates public hearings; maintains records, notices agendas, etc.

Reviews commercial and residential building permits, plans and specifications to assure compliance with county zoning ordinances; provides signature approval for compliance, denies issuance of permits for non-compliance; cooperates with builders and developers and assists by identifying actions needed to secure compliance.

Conducts field inspections of completed commercial, multi-family and residential construction to further verify compliance; issues signature approval for final certificates of occupancy; initiates sanctions for non-compliance.

Participates in project review meetings with various county department and developer representatives and identifies problem areas related to zoning and negotiates options for compliance.

Review and approve landscape plans for compliance with county landscape ordinance; monitors building setbacks, signs requirements, driveways, parking lots, dumpster utilization and placement and related site compliance concerns.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from college with a bachelor's degree in geography, urban planning, public administration or a closely related field;

AND

B. No experience required

2. Knowledge, Skills and Abilities:

Some knowledge of legal system and procedures affecting planning, zoning and related operations of the county; principles and practices related to local government planning and zoning, economics, sociology and community organization as applied to urban planning; planning and zoning and subdivision law, theory and application; the relationship between factors affecting urban planning policy, such as economic, political, sociological, legal, etc.; local government structure and operations, including the budgetary procedures and fiscal management; research methodology, statistical analysis and evaluation of research data; land use, zoning, federal, state, and local laws; interpersonal communication skills.

Some Skill in the art of diplomacy and cooperative problem solving.

Ability to interpret codes accurately and effectively; enforce regulations with fairness, tact, and impartiality; communicate effectively verbally and in writing; prepare and present technical reports; operate personal computer and various applications (i.e., GIS, AutoCad, MS Word); performs advanced mathematical calculations; develop and maintain effective working relationships with elected officials, federal agencies, state agencies, local governments, subordinates, and the public.

3. Special Qualifications:

None.

4. Work Environment:

Tasks require a variety of physical activities not generally involving muscular strain. Physical demands may occur in activities related to walking, standing, stooping, sitting, reaching, etc. Talking, hearing and seeing required in the daily performance of job duties. Mental application utilizes memory for details, emotional stability and discriminating thinking and creative problem solving. Periodic travel required in course of performing portions of job functions.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)