



Human Resources
220 East Morris Avenue #200
South Salt Lake City, UT 84115-3200
Phone (801) 483-6062 Fax (801) 412-3276

February 13, 2012

PUBLIC NOTICE

The City of South Salt Lake is accepting applications for the following position:

PLANNER

The Planner reports to the Director of Community Development; assists the general public in answering general land use, building permit and business license inquiries; provides staff support to the planning commission, assists in development and implementation of land use and related policies and regulations.

ESSENTIAL RESPONSIBILITIES AND DUTIES

1. Provides assistance to the public
 - 1.1 Assists general public with zoning, business licensing and development information
 - 1.2 Processes land use applications, building permits, and business licenses
 - 1.3 Updates the department website
2. Performs current planning activities for the City
 - 2.1 Maintains records of development activities
 - 2.2 Coordinates project progress with other departments and agencies
 - 2.3 Participates in project review meetings
 - 2.4 Prepares handouts for community development issues
 - 2.5 Monitors compliance with zoning and development ordinances
 - 2.6 Reviews sign and building permit applications for compliance with City regulations
 - 2.7 Researches best practices for zoning code updates
3. Assists in providing long range planning programs for the City
 - 3.1 Conducts research and studies relating to community development, housing and zoning
 - 3.2 Prepares and presents various community development reports
4. Provides staff support to Planning Commission
 - 4.1 Prepares, advertises, and distributes agendas and supporting materials
 - 4.2 Prepares and presents reports on land use applications as requested
 - 4.3 Attends meetings and responds to commission members, applicants, and public
 - 4.4 Prepares accurate minutes of meetings
 - 4.5 Files and maintains indexing of meeting minutes, application information, and Planning Commission actions

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with a bachelor's degree in urban planning, public administration, or a closely related field, or any equivalent combination of related education and experience.

Must possess a valid state driver's license or have the ability to obtain one prior to employment.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of planning and zoning laws and theory, site planning, and comprehensive plans including their formation, process of adoption, and enforcement; knowledge of records management techniques.
2. Skill in word processing, office machine usage and the operation of micro-computers.
3. Ability to communicate effectively, both orally and in writing, with architects, contractors, developers, property owners, employees and the general public; ability to establish effective working relationships; ability to use independent judgment.

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met or will be encountered by an employee while successfully 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 is occasionally required to reach with hands and arms. The employee is usually required to sit, stand, walk, and use hands to operate objects, tools or controls. The employee must occasionally lift and/or move up to 25 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.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually quiet in the office and moderate in the field.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description is subject to change by the employer as the needs of the employer and requirements of the job change.

GRADE: 16

MONTHLY SALARY RANGE: \$2,742 - \$4,148 (typically hire at minimum)

CLOSING DATE: Thursday, February 23, 2012 at 6:00 p.m.

MUST COMPLETE CITY APPLICATION

Resumes submitted without application will not be considered.

Application available on website at www.southsaltlakecity.com and fax to 801-412-3276

or apply in person

CITY OF SOUTH SALT LAKE

220 EAST MORRIS AVENUE (2430 South)

2nd FLOOR

FINAL APPLICANT MUST SUBMIT TO AND PASS A DRUG SCREEN

EQUAL OPPORTUNITY EMPLOYER