



## EMPLOYMENT OPPORTUNITY

### **PLANNER** **PLANNING DIVISION**

**This position is temporary contracted position. Temporary Full Time with benefits for two years with a possible extension if additional funding is provided.**

In compliance with the Americans with Disabilities Act, persons needing Accessibility and/or Language assistance help should contact 801.629.8701, visit <http://accessibility.ogdencity.com> or contact Relay Utah at 711 or 888.735.5906.

#### **POSITION SUMMARY**

To perform professional level work in the field of land use planning and development; and to provide information and assistance to developers, business community, elected and appointed officials and the public on planning, land use, historic preservation, housing, annexations, and development related matters. Receives general supervision from the Planning Manager.

#### **EXPERIENCE AND TRAINING STANDARDS**

Minimum of a Bachelor's degree from an accredited college or university with major course work in planning, public administration, landscape architecture or a related field. Valid Utah driver's license or ability to obtain one within six months.

#### **NIMS REQUIRED TRAINING**

Employee will be required to complete NIMS IS100 and IS700 within three months of hire.

**Failure to obtain/maintain license and certificate as outlined above may result in termination from the position.**

#### **ESSENTIAL JOB FUNCTIONS**

- Promote and follow the City's mission statement, values and expectations.
- Confer with and advise architects, builders, attorneys, contractors, engineers and the general public regarding City development policies and standards.
- Research and develop studies and recommendations on various land use issues.
- Review and comment on development proposals and applications for compliance with appropriate regulations and policies; prepare reports on recommendations.
- Prepare staff reports for the Planning Commission, Landmarks Commission, various committees, and advisory boards as directed; undertake research and prepare reports and maps and present reports in public meetings.
- Check commercial, industrial, and residential development plans to determine if plans will comply with zoning regulations.
- Collect, record, and summarize statistical and demographic information; establish and maintain a comprehensive database.

- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints concerning the City's planning function.
- Research and draft ordinances for review.
- Work with public and commissions in developing and presenting master development plans, community plans and general plan amendments
- Participate in safety and risk management activities; take action to reduce liability to the city.
- Attendance and punctuality are essential functions of this position. Employee is required to work as a team and frequently meet with co-workers and supervisors; employee is required to communicate in-person with the public during office hours; and employee is required to use on-site equipment.
- Perform related duties and responsibilities as required.

### **MARGINAL JOB FUNCTIONS**

- Inspect properties and structures for compliance with current City zoning codes and regulations; recommend improvement and rehabilitation programs; identify corrective actions to be taken by owner.
- Provide information pertinent to the development of the General Plan; recommend and develop policies and procedures for future zoning, environmental and other issues that impact City growth and expansion.

### **QUALIFICATIONS**

#### *Knowledge, skills, abilities:*

- Basic principles and practices of urban planning and development.
- Basic site planning and architectural design techniques and methods.
- Basic computer functions and programs including GIS with ESRI software experience.
- Technical report writing.
- Modern office methods, practices, procedures, and equipment including a computer.
- Knowledge of laws underlying general plans, zoning, and land divisions.
- Knowledge of applicable environmental laws and regulations.
- Understand current literature, information sources and research techniques in the field of urban planning. Ability to learn and to interpret planning and zoning programs to the public.
- Learn to analyze and compile technical and statistical information and prepare reports.
- Understand and carry out oral and written directions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Maintain mental capacity which allows for effective interaction and communication with others.
- Respond to difficult and sensitive public inquiries.

- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: sitting or standing for extended periods of time; operating assigned equipment.
- Maintain effective audio-visual discrimination and perception needed for: making observations; communicating with others; reading and writing; operating assigned equipment as required by the position.
- Ability to comply with all city policies and regulations, including safety and risk management standards.

## **WORKING CONDITIONS**

*The work conditions described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## **PHYSICAL REQUIREMENTS**

While performing the duties of this job, the employee is frequently required to sit, walk, and talk or hear. The employee is occasionally required to lift and or move up to 20 lbs.

## **CRIMINAL HISTORY BACKGROUND CHECK**

Successful applicant must pass background check.

## **MOTOR VEHICLE REPORT**

Driving record of successful applicant will be obtained by the HR office.

## **EDUCATION REQUIREMENT**

Successful applicant must submit a copy of above education requirements when requested.

## **VETERAN'S PREFERENCE POINTS**

Applicants MUST submit a copy of their DD-214 to the Human Resource office during the interview process. This is for initial appointments only.

## **SALARY RANGE**

**GRADE 14 - \$1,665.07 - \$2,497.60** (Bi-weekly Rate) (DOQ). This position is a temporary contract full-time and eligible for benefits.

## **APPLICATION PROCEDURE**

On-line applications will be accepted at [www.ogdencity.com](http://www.ogdencity.com) until **Tuesday, September 28, 2021**. If you do not have access to a computer, you may come to the Ogden City Human Resources office located at 2549 Washington Blvd., Suite 220, Ogden, UT 84401 between the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday. All applications/resumes will be evaluated and ranked based on relevant education and experience as stated therein. Highest ranking applicants may be invited for a personal interview.

**WE ARE A DRUG FREE WORKPLACE**

**AA/EOE/ADAAA**

**September 14, 2021**