

SUMMIT COUNTY JOB DESCRIPTION

Job Title: County Planner II
Division: Planning
Department: Community Development

Effective Date: 6/98
Revised Date: 5/10

GENERAL PURPOSE:

Performs a variety of **working level 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 Community Development Director, Planning Director, Principal Planner or Senior Planner.

SUPERVISION EXERCISED:

May provide limited supervision to County Planner I, Assistant Planner and Permit Technician.

ESSENTIAL FUNCTIONS:

Conducts research on issues, policies, and concepts pertaining to planning, zoning, and community development; presents findings to the Board of Adjustment, Planning Commission(s), County Council and/or County Manager; 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; performs 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; assists in coordination of projects with other departments or governmental agencies; makes presentations to explain, interpret and communicate findings.

Prepares and updates 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 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.

Reviews and approves wetland mitigation and landscape plans for compliance with County ordinances; 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 an accredited college or university with a Bachelor's degree in geography, landscape architecture, environmental planning, urban planning, or a closely related field;

AND

- B. Three (3) years of responsible experience performing above or related duties;

OR

- C. An equivalent combination of education and experience comprising of a Master's degree in geography, landscape architecture, environmental planning, urban planning, or a closely related field and two (2) years of experience;

OR

- D. Graduation from an accredited college or university with an Associate's Degree and an American Institute of Certified Planners (AICP) certificate and two (2) years experience as a Planner I.

2. Knowledge, Skills and Abilities:

Working 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 knowledge of** principles of supervision and work flow management. Knowledge of Summit County Policies and Procedures and other County operating procedures.

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, Microsoft Word, Excel, Power Point, etc.); 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:

Valid driver's license required.

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.

Name

Date

SUMMIT COUNTY JOB DESCRIPTION

Job Title: County Planner III
Division: Planning
Department: Community Development

Effective Date: 6/98
Revised Date: 2/19

GENERAL PURPOSE

Performs a variety of **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 Community Development Director and the Director of Planning, Zoning and Design.

SUPERVISION EXERCISED

May provide limited supervision to County Planner I and II, Assistant Planner, Permit Technician, or Planning Intern at the direction of the Community Development Director and the Director of Planning, Zoning and Design.

ESSENTIAL FUNCTIONS

Conducts research on issues, policies, and concepts pertaining to planning, zoning, and community development. Presents findings to the Board of Adjustment, Planning Commission(s), County Council and/or County Manager. Prepares written reports in response to public requests for zoning applications and various ordinance changes.

Manages projects and facilitates interdepartmental stakeholder involvement for complex development applications, including but not limited to Master Planned Developments, Village Overlays, and Development Agreement Amendments.

Prepares proposals in draft form for amendments to General Plans, Development Codes or other related planning, zoning, and development policy documents.

Conducts feasibility studies; performs 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; assists in coordination of projects with other departments or governmental agencies; makes presentations to explain, interpret and communicate findings.

Prepares and updates various land use and planning maps; generates digital maps. Utilizes computer technology 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 the 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 or 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 verify compliance with development code; 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.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from an accredited college or university with a Bachelor's degree in geography, landscape architecture, environmental planning, urban planning, or a closely related field;

AND

B. Five (5) years of responsible experience performing above or related duties;

OR

C. An equivalent combination of education and experience comprising of a Master's degree in geography, landscape architecture, environmental planning, urban planning, or a closely related field and four (4) years of experience;

OR

D. Graduation from an accredited college or university with an Associate's Degree and an American Institute of Certified Planners (AICP) certificate and two (2) years' of experience as a Planner II.

2. **Knowledge, Skills and Abilities:** Demonstrated project management skills. Ability to analyze complex development projects.

Considerable 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.

Working knowledge of principles of supervision and work flow management. Knowledge of Summit County Personnel Policies and Procedures, County operating procedures, and State of Utah public noticing requirements, and record retention.

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, Microsoft Office Suite, etc.); 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: Valid driver's license required.

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.