



Job Description

TITLE: Planner II
DEPARTMENT: Community Development
GRADE: 15
FLSA: Non-Exempt
EEO DESIGNATION: Professionals
REVISION DATE: 08/27/2019

POSITION SUMMARY

This position works under the direction of the Senior Planner. The Planner II performs a full range of professional city planning functions of moderate to complex difficulty. This position is also responsible for ordinance and policy development and may be assigned special projects. Expected to function independently by using initiative to plan and carry out assignments. Work is reviewed at key stages or when unusual circumstances arise to ensure compliance and consistency to policies and ordinances.

ESSENTIAL FUNCTIONS:

- Processes development project applications and assist applicants through the application process with the Community Development Department.
- Assists in the processing of building permits.
- Prepares staff reports for assigned development projects and presents these at City Council, Planning Commission and other various boards and commissions.
- Interprets and applies the City's development related ordinances and policies and Utah State Code Land Use, Development, and Management Act in the review of development applications and in response to inquiries from the general public.
- Staffs the Community Development counter to answer questions concerning planning, and development related issues.
- Responds to inquiries from the general public regarding planning in Draper City.
- As requested, provides staff support to elected and appointed officials, e.g., City Council, Planning Commission, and others, in matters relating to planning and development.
- Assist in the preparation of policies, ordinance creation or amendments and long range plans.
- Assists in coordinating the work of consultants and committees in the presentation of ordinances, amendments and long range plans.
- Attends evening meetings as required.
- Build and maintain positive working relationships with co-workers, other City employees, other agencies and the public using principles of good customer service.
- Performs other duties as directed (duties are not limited to those listed above).

MINIMUM QUALIFICATIONS:



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A bachelor's degree from an accredited college or university in urban design or regional planning and design, landscape architecture, geography, architecture, public administration or closely related field is required; and three years of progressively responsible experience in the formulation and administration of development codes and policies and procedures. Preference is given to candidates with AICP certification. This position requires a valid Utah Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES

1. Thorough knowledge of the principles and practices of city planning.
2. Must possess strong written and oral communication skills.
3. Ability to learn and consistently interpret complex regulations.
4. Must possess solid personal organization and work load management skills.
5. Must be able to collect, organize, and analyze information; and convert it into clear, concise reports.
6. Must be able to develop and present clear and concise presentations.
7. Knowledge and ability to apply word processing and other computer applications such as Microsoft Word, Excel, Outlook, PowerPoint, and GIS.
8. Must be able to work effectively with City staff and representatives of other organizations to accomplish shared and multi-disciplinary tasks.
9. Ability to meet expected deadlines and attain measurable results as defined by the Community Development Director.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Position requires working outdoors and physical demands may occur in activities related to exposure, walking, standing, stooping, sitting, reaching, etc. Talking, hearing and seeing required in the daily performance of job duties. Person in this position may be required to work in an office setting and work at a computer station for long periods of time. Mental application utilizes memory for details, emotional stability and discriminating thinking and creative problem solving. Considerable exposure to stress related to time deadlines and working conditions. Unconventional working hours including long hours associated with day and night meetings. Person in this position may be required to use vehicle to drive to addresses and locations throughout Draper City.





Job Description

The City of Draper is an equal opportunity employer without regard to race, color, religion, national origin, disability, genetic information, sex or age.

The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all job-related duties and responsibilities that an employee may perform. An employee in this position will be required to perform any other job-related duties required by their supervisor. This job description is not intended to and does not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.