



Job Description

TITLE: Planner III
DEPARTMENT: Community Development
GRADE: 16
FLSA: Exempt
EEO DESIGNATION: Professionals
REVISION DATE: 5/26/2020

POSITION SUMMARY

The Planner III performs a full range of professional city planning functions of moderate to complex difficulty. This position conducts both current and long range planning functions. It is anticipated that 50% to 75% of the time will be spent on long range planning, with the remainder of time spent on current planning. Long range planning activities include ordinance and policy development, plan creation and implementation, and staffing various committees. Current planning activities include project management for development projects reviews. The position may also be assigned special projects. This position reports to the Senior Planner.

ESSENTIAL FUNCTIONS:

- Leads in the preparation of ordinance amendments and long-range plans.
- Leads in coordinating the work of consultants and committees in the presentation of ordinances, amendments and long-range plans.
- Responsible for public outreach associated with long-range planning.
- Represents the City on various regional committees and studies, as needed.
- Processes development project applications through the Community Development Department.
- Assists applicants in the processing of development applications.
- Assists in the processing of building permits, as needed.
- Prepares staff reports on individual development project applications and presents these at City Council, Planning Commission and other various boards and commissions.
- Interprets Draper City Municipal Code development related ordinances and policies in the review of development project applications and in response to inquiries from the general public.
- Staffs the Community Development counter to answer questions concerning planning and development related issues.
- Provides staff support to elected and appointed officials, e.g., City Council, Planning Commission, and others, in matters relating to planning and development.
- Responds to inquiries from the general public regarding planning in Draper City.
- Attends evening meetings as assigned.



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- Build and maintain positive working relationships with co-workers, other City employees, other agencies and the public using principles of good customer service.
- Develops planning studies and reports in support of new and updated plans, programs and regulations.
- Performs other duties as directed (duties are not limited to those listed above).

MINIMUM QUALIFICATIONS:

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 four (4) years of progressively responsible experience in development project application reviews and the formulation and administration of development codes and policies and procedures. Certification by the American Institute of Certified Planners (AICP) is highly desirable. 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 State and City codes.
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. Must be able to work effectively with City staff and representatives of other organizations to accomplish shared and multi-disciplinary tasks.
8. Knowledge of principles and practices of research and data collection.
9. Statistical, algebraic, or geometric knowledge and ability to apply such knowledge in practical situations.
10. Knowledge of computer hardware and software programs, which may include Microsoft Office, Excel, Outlook, PowerPoint, and GIS.
11. Ability to meet expected deadlines and attain measurable results as defined by the Senior Planner and the Community Development Director.



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WORKING CONDITIONS AND PHYSICAL DEMANDS:

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. This position has exposure to stressful situations as a result of human behavior. Work is performed under deadlines and time constraints. 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.

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.