



JOB DESCRIPTION

TITLE: Planning Coordinator
DEPARTMENT: Community Development
GRADE: 13
FLSA: Non-exempt
EEO DESIGNATION: Administrative Support
REVISION DATE: 07/15/2020

POSITION SUMMARY

The Planning Coordinator is responsible for the management of all development related applications and materials submitted to the Planning Division for approval. This position will receive and route development applications as necessary and will coordinate the necessary reviews and approvals. The Planning Coordinator will offer professional advice and guidance to both the development community and citizens who approach the Community Development Department counter for assistance.

ESSENTIAL FUNCTIONS:

- Receives and routes development applications as submitted by the development community and public.
- Creates files for each development application which is submitted.
- Coordinates development review and approvals of applications submitted by the public and development community.
- Processes development applications, sign permits, and zoning research requests.
- Assists in the processing of building permits through the certification of zoning compliance.
- Staffs the Community Development counter and phone to answer questions concerning planning and development applications.
- Interprets the City's development related ordinances and policies in the review of development applications and in response to inquiries from the general public.
- Coordinates with development applicants in the processing of their applications.
- Reviews and interprets commercial and residential plans.
- Answers questions of the general public regarding planning in Draper.
- May review and present development cases to the Draper City Planning Commission and Zoning Administrator, on occasion.
- Provides support to the Planners on land use and ordinance studies.
- Promotes a high level of customer service in the Department and good public relations.
- Other duties as assigned.



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MINIMUM QUALIFICATIONS:

Graduation from High School and five years of customer service experience in a development, permitting or relevant environment; or Bachelor's degree in urban planning, real estate or similar field.

KNOWLEDGE, SKILLS AND ABILITIES

1. Thorough knowledge of the objectives, principles and practices of City planning and development permitting and code administration.
2. Must have strong written and oral communication skills; strong ability to learn and consistently interpret complex regulations; and solid personal organization and work load management skills.
3. Must also possess strong orientation to customer service and positive attitude are essential.
4. Must be able to collect, organize, research, and analyze often complex information; and to apply word processing, spread sheet, and other personal computer applications.
5. Must be able to work effectively in a sometimes stressful environment.
6. Must be able to communicate and coordinate effectively with other City staff, development community, and public.
7. Must be available to attend night meetings on occasion.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Comfortable working conditions, talking, listening, handling light weight, intermittent sitting, standing and walking. Regularly sits at a desk or table; walks, stands or stoops; works for sustained periods of time maintaining concentrated attention to detail. The person in this position must have the visual ability to read and work with computers and other electronic tools in accomplishing tasks and to communicate verbally. May occasionally lift or otherwise move objects weighing up to 25 pounds. May occasionally drive a motor vehicle. This position has exposure to stressful situations as a result of human behavior. Work is often performed under deadlines and time constraints.

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



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description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.