



Job Description

TITLE: Senior Planner
DEPARTMENT: Community Development
GRADE: 18
FLSA: Exempt
EEO DESIGNATION: Professionals
REVISION DATE: 07/26/2018

POSITION SUMMARY

The Senior Planner performs a full range of professional city planning functions of moderate to complex difficulty with minimal supervision. This position is also responsible for ordinance and policy development and special projects of significant complexity. The Senior Planner works under the direction of the Community Development Director with minimal supervision. Work is reviewed at key stages or when unusual circumstances arise to ensure compliance and consistency to policies and ordinances. Expected to function independently by using initiative to plan and carry out assignments. The Senior Planner supervises the Planners and Planning Coordinator.

ESSENTIAL FUNCTIONS:

- Supervise all Planning Division staff.
- Oversee and coordinate the work of the planning staff related to project development and progress to assure timely completion.
- Review all planners' work for compliance and consistency with policies and ordinances. Present findings to department director.
- Evaluate and review development plans for compliance with policies and regulations, and good design principles.
- Process development applications and prepare reports, including findings and recommendations, for management, boards and commissions, and city council. Prepare maps and other graphic representations as appropriate.
- Interpret zoning ordinances, development standards, city plans and policies regarding development for public inquiry and administer a high level of customer service.
- Conduct studies and prepare reports on a wide range of planning issues; make presentations to the City Council, developers, and community groups and outside agencies.
- Perform highly complex professional level work in the fields of current and/or long-range planning, zoning administration, design review, and development activities.
- May function as the Zoning Administrator if designated by the City Manager.
- Participate in the development and implementation of the City's planning policies and ordinances.



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- Represent the City in various public forums and agency meetings as assigned, including planning commission meetings and city council presentations as well as providing support to commissions and ad hoc groups.
- Provides administrative and professional assistance to the Community Development Director.
- Advises citizens on planning matters and supplies information and reports to help residents better understand City policy.
- Supervises administration of zoning ordinance text and map amendments, architectural review, and subdivision ordinances.
- 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:

A bachelor's degree from an accredited college or university in urban or regional planning and design, architecture, civil engineering or closely related field is required; master's degree is preferred. Certification by the American Institute of Certified Planners (AICP) is highly desirable. Five years of progressively responsible professional planning experience is required, with experience in the interpretation and application of planning and zoning codes and regulations. This position requires a valid Utah Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES

1. Considerable knowledge of the principles, practices and trends of land use and public planning.
2. Considerable knowledge of zoning regulations and state and local laws pertaining to land use.
3. Working knowledge of the policies, procedures, rules and regulations which govern the operation of local government.
4. Working knowledge of the use and application of modern information and telecommunications systems and technologies.
5. Ability to analyze and compile technical and statistical information related to planning issues.
6. Skill and ability to interpret and explain planning and zoning programs to the general public in a customer friendly manner.
7. Ability and skill to read and interpret architectural and engineering plans and specifications.
8. Ability to use word processing and other personal computer applications to accomplish tasks.



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9. Establish and maintain effective working relationships with City staff, public officials and the general public.
10. 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.

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.