

# *Taylorsville City*

## Job Description

<b>Title:</b> <b>340</b>	City Planner	<b>Code:</b>
<b>Department:</b> 12/1/03	Community Development	<b>Effective</b> <b>Date:</b>
<b>FLSA Status:</b>	Non-exempt	<b>Last Revised:</b>

PRIMARY DUTY:

Performs a variety of **working level professional and technical** duties as needed to implement City general plan, master plans and programs related to **long range, current planning and/or neighborhood compliance**. Assists in the monitoring of community compliance with established planning, zoning and development ordinances. May be assigned full responsibility for a designated section of the city in relation to planning, zoning, development and compliance.

SUPERVISION RECEIVED

Works under general supervision of the Community Development Director.

SUPERVISION EXERCISED:

Provides general supervision to department staff including Community Development Secretary while in training or on a project-by-project basis.

ESSENTIAL FUNCTIONS

**Planning & Zoning:** Coordinates and prepares technical Planning Commission and Board of Adjustments Staff Reports; analyzes general plan, policies, ordinance compliance, and performance standards and recommends approval or denial of special requests and applications; prepares written reports in response to public requests; assists with the implementation of land development ordinances; maintains records, logs, and pertinent reports; makes interpretations and recommends action related to planning, zoning and ordinance compliance.

Manages personal caseload of planning projects related to policy development, land use, demographic analysis, housing, economic development/impact, transportation, environmental assessments, etc.; conducts research on issues, policies, and concepts pertaining to planning, zoning, and community development; presents findings to the planning commission/board of adjustment and/or City Council; prepares written reports in response to public requests for zoning applications and various ordinance changes.

Conducts feasibility studies; prepares a variety of reports related to project progress; reviews and updates ordinances affecting planning, zoning, signing, traffic, development and related department areas; prepare and update 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 to apprise of city policy and decisions; may coordinate the preparation of meeting agenda as required; publishes notice of meeting via local newspaper and posts notices as required; negotiates and/or arbitrates planning solutions for complex development projects with citizen groups, developers, property owners, and city officials.

Attends city council, citizens committees, pre-application meetings, board of adjustment and planning commission; provides technical insight and recommendations; participates in project review meetings with various city departments and developer representatives; identifies problem areas and negotiates options for compliance.

Reviews commercial and residential building permits, plans and specifications to assure compliance with city zoning ordinances; provides signature approval for compliance, denies issuance of permits for non-compliance; reviews sign permits and manages citywide inventory of signs; review and approve landscape plans for compliance with city landscape ordinance; monitors building setbacks, signing requirements, driveways, parking lots, and placement and related site compliance concerns.

Conducts field inspections of completed commercial, multi-family and residential development to further verify compliance; issues signature approval for final certificates of occupancy; initiates sanctions for non-compliance.

Assures that proper legal documents are recorded with the county related to subdivision plats, annexation plats, and all ordinances pertaining to waivers, amendments, abandonment, street changes/vacates, etc.; distributes copies of plats to utilities.

Operates personal computer to maintain data files and records; organizes system for tracking and monitoring status of citizen complaints; issues notice of violation, etc.; assures data is retrievable through the city GIS system; coordinates with GIS specialist to assure accurate and up-to-date city maps; prepares and updates various land use and planning maps using technical computer applications; operates computer to generate computerized maps; utilizes computer to conduct various research and solve planning problems; assists in maintaining effective software.

Prepares specialized reports; drafts consolidated plan and the annual performance report for delivery to federal agencies, i.e. HUD, as required to report and document use of federal Community Development Block Grants.

**Neighborhood Compliance:** Receives daily complaints from citizens regarding alleged violations of city ordinances, codes, and regulations; determines nature of the allegation and apprises callers of possible investigation schedule.

Advises property owners, builders, contractors, architects, or developers as needed to apprise appropriate parties of concerns and potential violations; searches tax records, property ownership history and related documentation to verify property acquisitions; obtains facts necessary to determine proper course of actions; coordinates and monitors solutions; may file tax liens, recorder liens, etc, as needed to effectively enforce city ordinance.

Conducts field investigations and property inspections to determine extent of violations; checks for "clear view" on corner lots, verifies business licenses, monitors sign compliance, monitors compliance with animal ordinances, verifies school zone standards for granting of liquor licenses, monitors property use for zoning compliance; cooperates with board of health in monitoring health and safety practices of business operations; prepares various investigative reports; initiates legal proceedings where appropriate and coordinates the same with city legal staff; may administer preliminary sanctions as allowed by ordinance or code.

Coordinates code enforcement activities with city departments as necessary, i.e., building, public health, public safety, etc.; works closely with other Planning Department personnel regarding interpretations and enforcement of codes; solicits and develops interpretations of ordinances and codes; assures proper enforcement for "legal non-conforming use".

Conducts regular review of codes, ordinances and regulations; receives legal interpretations as needed to direct enforcement of compliance; makes recommendations related to practical application of codes and ordinances; assists in adapting, modifying or rewriting codes as needed.

Prepares and provides written and oral reports to city council, boards, committees, and public interest groups as required to explain code enforcement activities and program needs; gives testimony in a court of law as an expert witness.

Performs related duties as required.

#### MINIMUM QUALIFICATIONS

1. Education and Experience:
  - A. Graduation from college with a bachelor's degree in urban planning, geography, landscape architecture, public administration or a closely related field;
  - AND
  - B. Three (3) years of progressively responsible experience performing above or related duties;
  - OR
  - C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

**Working knowledge of** principles and practices of urban planning, building construction, site development and master planning, zoning ordinances, design, historic preservation, environmental protection and architecture; economics, sociology and community organization as applied to urban planning models; relationship between factors affecting urban planning policy, such as economic, political, sociological, legal, etc.; research and statistical methods typically used in the analysis and the evaluation of research data; land use, zoning, federal, state, and local laws; basic computer aided drafting methodology and related software; computer data base development. **Some knowledge of** principles of supervision and employee motivation.

**Skill** in the art of diplomacy, cooperative problem solving, developing complex presentations and public speaking before large audiences.

**Ability to** supervise daily work programs; supervise the compilation, analysis and preparation of planning related professional reports; coordinate a variety of major projects and programs; plan and organize comprehensive research studies; prepare and present technical reports; enforce regulations with fairness, tact, and impartiality; interpret codes accurately and effectively; operate personal computer and various software applications (word processing, spreadsheet, design, ArcView, ArcGIS, AutoCad, etc.) communicate effectively, verbally and in writing; establish and maintain effective working relationships with employees, other agencies, and the public.

3. Special Qualifications:  
Must maintain membership in the American Planning Association.  
AICP certification is preferred. Must possess a valid Utah driver's license.

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. Occasional exposure to environmental hazards resulting from on-site project inspections. 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.

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**DISCLAIMER:** The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities, requirements or knowledge, skills & abilities. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I \_\_\_\_\_ have reviewed the job description. Date: \_\_\_\_\_

