

Job Opening Announcement



City Planner

The City of Taylorsville is seeking a qualified professional to work as a City Planner in the Community Development Department. Under the immediate supervision of the Community Development Director, the City Planner will participate in all aspects of the Planning Division including long range planning, customer service, plan implementation, ordinance development, zoning administration, plan review, and provide staff support for the Taylorsville City Council, Planning Commission, and Land Use Appeal Authority. Minimum qualifications include 4 years experience in municipal planning and a Bachelors Degree in Urban Planning or related field. A Masters Degree may substitute for one year of experience.

AICP certification is preferred.

Salary Range: \$39,000 to \$61,000. Starting Salary DOQ.

To apply submit a resume along with a City of Taylorsville employment application (www.taylorsvilleut.gov)

to:

City of Taylorsville, Human Resources, 2600 Taylorsville Blvd., Taylorsville, UT 84129.

Application Deadline 1/29/16 at 3:00 P.M.

The City of Taylorsville is an Equal Opportunity Employer.

Typical Duties:

With guidance and oversight from the Community Development Director, the

City Planner will perform the following duties:

- Analyze new development proposals for compliance with current City development regulations and design standards.
- Assist members of the public, business and development communities, and other interested parties understand and comply with the City's land use regulations.
- Respond to requests for information from the public regarding land use, development standards and zoning ordinances.
- Organize and maintain records and information related to development projects within the City.
- Conduct site visits and inspections of new development to ensure compliance with approved development plans.
- Investigate, document, resolve, and work in partnership with Taylorsville Neighborhood Compliance regarding violations of the City's zoning and development ordinances.
- Prepare written reports to the Planning Commission, City Council, Appeal Authority and Community Development Director regarding current development proposals.
- Attend Planning Commission, City Council, Appeal Authority, and other development related meetings as necessary.
- Assist in planning studies and projects.
- Assist the Planning Commission and Community Development Director in preparing General Plan updates, revisions of land use ordinances and other long range planning projects, as required and assigned.
- Other duties as assigned by the Community Development Director.

Knowledge, Skills, and Abilities:

The ideal candidate for the City Planner position will have the following skills, talents, abilities and characteristics:

- Be a motivated self-starter who is passionate about cities, quality of life, and the built and natural environments.
- Have knowledge of the principles and practices of municipal land use planning and zoning administration.
- Have knowledge of the principals of urban design, building design, and site design.
- Have knowledge of Utah land use law.
- Be skilled in research and data collection and analysis.
- Have the ability to read construction plans and documents.
- Have excellent verbal, written, and presentation skills.
- Be able to organize and manage multiple concurrent projects and responsibilities.
- Have excellent time management skills.
- Have excellent interpersonal skills.
- Enjoy working with the public.
- Have a basic knowledge of GIS.
- Have the ability to explain complex concepts in easily understandable language.
- Have the ability to work efficiently in both an independent and team environment.
- Have knowledge of standard word processing, spreadsheet, presentation, email and other office related software.