



# Division Manager - Planning

## Job Description

Department: Community Development  
Position: Career Service  
Grade: 729  
Supervisory: Supervisor  
Reports to: Director – Community Development

### Summary

Under the general supervision of the Director - Community Development, performs advanced County planning duties relating to zoning, long-range planning, ordinance drafting, specific planning projects, and other technical planning matters. Incumbents in this classification are capable of leading and training others in the job duties.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Supervise, plan, coordinate, and direct the work of the division.
2. Make staffing decisions within the division including hiring, training, performance evaluation, scheduling of workload, delegation of assignments, and retention of assigned personnel.
3. Attend Utah County Board of Adjustment meetings, act as staff lead; provide input and implement decisions.
4. Oversee preparation of the agenda and associated documents, including staff reports, public notices, and individual property notifications for appeals to the Board of Adjustment monthly or as required.
5. Supervise and administer the approval of all conditional use applications including acting as staff lead at all applicable public meetings.
6. Perform and provide administrative duties including the approval of purchase orders and other expenditures, pre-final approval for all building permit applications, variety of professional and technical duties related to implementing division work plans and programs, and represent Director in their absence, as assigned.
7. Manage and train planners on all assigned land use application processes, including large scale developments, and business license program administration; process application as needed in the absence of an assigned Planner.

### For Office Use Only

Job Code: 2044  
Job Title: Division Manager - Planning  
FLSA: Exempt  
Effective Date: 7/9/2024  
Public Safety: No

Worker's Compensation: County  
Background Level: I  
Safety Sensitive: No  
DOT: No  
ML: Division Director

8. Supervise the conducting of field surveillance and investigations of violations of zoning, subdivision, or business license regulation ordinances including the writing of reports, sending of citations, and filing requests for legal action.
9. Conduct research on issues, policies, and concepts pertaining to planning, zoning, and community development; present findings to the planning commission and elected officials.
10. Supervise the preparation of written reports in response to public requests for various land use applications.
11. Draft proposals for amendments to land use ordinances, codes, or policies governing local planning, zoning, and development.
12. Review and update ordinances and codes affecting planning, zoning, development, business licensing, and related departmental areas.
13. Maintain county compliance with the Utah State County Land Use, Development, and Management Act (LUDMA).
14. Conduct feasibility studies.
15. Coordinate various projects with other departments and government agencies.
16. Meet with the general public to discuss planning, zoning, licensing, and development issues; answer questions; present public concerns to management; inform the public of policy changes and decisions.
17. Participate in project review meetings with various departments and representatives; negotiate options for problem areas related to zoning, planning, licensing, and development.
18. Function as a liaison between consultants, developers, contractors, city, state, federal agencies, homeowners associations, property owners, and attorneys on land use projects and proposals.
19. Assist in developing goals and policies, writing plans, and preparing research for specific projects.
20. Act as staff for the Utah County Planning Commission and Board of County Commissioners; prepare and present staff reports; follow up on board actions.
21. Review land use applications to appear before the Utah County Planning Commission and Board of Adjustment, including map and ordinance amendments, general plan amendments, developments, conditional use applications, variances, and alleged errors for conformity to county and state requirements.

### **Knowledge, Skills, and Abilities**

- Knowledge of computer equipment including GIS and its applications
- Knowledge of current planning and long-range planning issues and trends
- Knowledge of the laws, regulations, and procedures of planning and zoning administration
- Knowledge of state land use enabling law
- Skilled in management and supervisory techniques
- Skilled in clear and concise written and verbal communication
- Skilled in preparing and presenting technical reports

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- Ability to maintain cooperative working relationships with those contacted in the course of work activities
- Ability to apply various statistical methods
- Ability to apply land use ordinances and county codes
- Ability to plan and organize comprehensive research studies
- Ability to appropriately apply zoning ordinances

### **Supervisory Responsibility**

This position has direct supervisory responsibility and serves as a coach and mentor for other positions in the department.

### **Work Environment**

This job operates in a professional office environment, library, or other environmentally controlled room. This role may expose incumbent to unknown and dangerous conditions while performing field work. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate, however, exposure to elevated noise levels during field work may occasionally occur. The incumbent may be required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close and far vision, the ability to discern shades of color, and ability to adjust focus. The employee is required to type, file and lift supplies or equipment up to fifty (50) pounds. The employee regularly drives a motor vehicle.

### **Position Type/ Expected Hours of Work**

Incumbent must work eighty (80) hours each pay period to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

### **Required Education and Experience**

1. Bachelor's degree in Planning, Geography, Landscape Architecture, or similar planning-related field.
2. Six (6) years of work experience performing and leading civic planning activities.

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3. A Master's degree in Planning, Geography, Landscape Architecture, or similar planning-related field may be substituted for two (2) years of work experience.

**Preferred Education and Experience**

1. Preference may be given to American Institute of Certified Planners (AICP) planners.
2. Preference may be given to qualified applicants with supervisory experience and/or advanced education degrees.

**Additional Eligibility Qualifications**

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.

**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

**Acknowledgement below to be completed after an offer has been extended and accepted.**

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee \_\_\_\_\_ Date \_\_\_\_\_

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