



# Planner II

## Job Description

Department: Community Development  
Position: Career Service  
Grade: 725  
Supervisory: No  
Reports to: Division Manager - Planning

### Summary

Under the general supervision of the Division Manager - Planning, performs advanced County planning duties relating to zoning, long-range planning, ordinance drafting, specific planning projects, and other technical planning matters.

### Essential Functions

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

1. Perform a variety of professional and technical duties related to implementing department work plans and programs.
2. Manage assigned land use application processes including large scale developments, business license program administration, and applications to the Utah County Board of Adjustment.
3. Attend Utah County Board of Adjustment meetings; provide input as staff; assist in implementing Board decisions.
4. Assist in the preparation of agenda for appeals to the Board of Adjustment monthly or as required; prepare associated documents including staff reports, public notices, and individual property notifications.
5. Conduct field surveillance and investigations; initiate corrective measures against violations of zoning, subdivision, or business license regulation ordinances by writing reports, sending citations, and filing requests for legal action.
6. Conduct research on issues, policies, and concepts pertaining to planning, zoning, and community development; present findings to the planning commission and elected officials.
7. Prepare written reports in response to public requests for zoning applications and various ordinance changes.
8. Draft proposals for amendments to land use ordinances, codes, or policies governing local planning, zoning, and development.
9. Review and update ordinances and codes affecting planning, zoning, development, business licensing, and related departmental areas.
10. Conduct feasibility studies.

### For Office Use Only

Job Code: 2040

Job Title: Planner II

FLSA: Exempt

Effective Date: 10/1/2024

Public Safety: No

Worker's Compensation: County

Background Level: I

Safety Sensitive: No

DOT: No

ML: Individual Contributor

11. Coordinate projects with other departments and government agencies.
12. Meet with the general public to discuss planning, zoning, licensing, and development issues; answer questions; present public concerns to management; and inform the public of policy changes and decisions.
13. Participate in project review meetings with various departments and representatives; negotiate options for problem areas related to zoning, planning, licensing, and development.
14. Assist in developing goals and policies, writing plans, and preparing research for specific projects.
15. Assist, review, and advise on the work of Planner I and intern positions as needed.
16. Act as staff for the Utah County Planning Commission and Board of County Commissioners; prepare and present staff reports; follow up on board actions.
17. 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 state land use enabling law
- Skilled in clear and concise written and verbal communication
- Skilled in preparing and presenting technical reports
- 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

### **Supervisory Responsibility**

This position has no direct supervisory responsibility but does serve 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.

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### **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 a similar planning-related field.
2. Four (4) years of work experience performing and leading civic planning activities.
3. Equivalent combinations of education and experience may also be considered.

### **Preferred Education and Experience**

1. Preference may be given to American Institute of Certified Planners (AICP) planners.

### **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.

### **Career Ladder Advancement**

For promotion through career ladder advancement from a lower classification level of this series to a higher one, there must be funding in the budget and the employee must:

1. Possess the required licensure and certifications of the higher classification level.
2. Meet the education and experience requirements and the class characteristics of the higher classification level.
3. Receive written recommendation from the department head.
4. Receive approval from the Director – Human Resources.

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**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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