



# Planner I

## Job Description

Department: Community Development  
Position: Career Service  
Grade: 723  
Supervisory: No  
Reports to: Division Manager - Planning

### Summary

Under general supervision of the Division Manager - Planning, performs County planning duties relating to zoning, property addresses, census data, and other long-range planning matters.

### Essential Functions

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

1. Conduct field surveillance and inspections for land use violations; initiate corrective measures by sending notices and filing requests for legal action; issue land use applications.
2. Gather and analyze statistical and research data regarding planning and land use.
3. Act as a technical assistant to various boards and commissions; review customer applications to appear before various boards.
4. Design and draft graphs, charts, maps, photographs, and other illustrative material.
5. Direct and participate in field investigations of land use.
6. Coordinate planning projects; provide the public with assistance in current planning matters such as zoning, business licensing, property address, and census data.
7. Review site plans and subdivisions for conformance to development requirements of Utah County; coordinate information between other county reviewing departments and applicants.
8. Assist in developing goals and policies; assist in the writing of plans.
9. Issue County addresses.
10. Assist in presentations before the Utah County Planning Commission, Board of Adjustment, and County Commission.

### Knowledge, Skills, and Abilities

- Knowledge of computer equipment and programs including G.I.S.
- Knowledge of current planning issues and trends
- Knowledge and application of various statistical methods
- Skilled in clear and concise written and verbal communication

### For Office Use Only

Job Code: 2039  
Job Title: Planner I  
FLSA: Exempt  
Effective Date: 6/6/2026  
Public Safety: No

Worker's Compensation: County  
Background Level: I  
Safety Sensitive: No  
DOT: No  
ML: Individual Contributor

- Ability to maintain cooperative working relationships with those contacted in the course of work activities
- Ability to apply zoning ordinances
- Ability to prepare and present technical reports
- Ability to plan and organize comprehensive research studies

### **Supervisory Responsibility**

This position has no direct supervisory responsibility.

### **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 listen. 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. One (1) year of work experience performing civic planning activities.
3. Equivalent combinations of education and experience may be considered.

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**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.

**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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