



Senior Planner

Job Description

Department: Community Development
Position: Career Service
Grade: 727
Supervisory: Supervisor
Reports to: Division Manager - Planning

Summary

Under general supervision of the Division Manager – Planning, performs complex and advanced County planning duties relating to zoning, long-range planning, ordinance drafting, specific planning, and other technical planning matters. Manages and coordinates multi-jurisdictional projects, implements affordable housing initiatives, and administers regional program areas related to community development.

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 assigned personnel; schedule workload and delegate assignments; oversee training and conduct staff meetings.
2. Make staffing decisions related to the hiring, retention, and training of assigned personnel; evaluate and conduct performance appraisals.
3. Identify, evaluate, and resolve personnel concerns; administer disciplinary actions in accordance with County policy and procedures.
4. Perform a variety of professional and technical duties related to implementing department work plans and programs.
5. Manage long-range planning activities, feasibility studies, and housing initiatives to ensure compliance with the Utah County General Plan and the Utah State County Land Use, Development, and Management Act (LUDMA).
6. Coordinate regional planning projects and function as a liaison between unincorporated Utah County, consultants, developers, attorneys, homeowner associations (HOA), property owners, and other government agencies regarding land use proposals.
7. Perform administrative duties and represent the Division Manager - Planning in their absence; supervise the activities of the CDBG Program Administrator.
8. Manage, train, and advise Planner I, Planner II, and other positions on assigned land use application processes, including large-scale developments, general plan amendments, interjurisdictional coordination, and transportation planning; process applications as needed in the absence of an assigned Planner.

For Office Use Only

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Job Title: Senior Planner
FLSA: Exempt
Effective Date: 1/29/2026
Public Safety: No

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

9. Act as staff for the Utah County Planning Commission, Utah County Appeal Authority, and Board of County Commissioners; review land use applications, including map and ordinance amendments, developments, conditional use applications, variances, and alleged errors for conformity to county and state requirements; prepare associated staff reports, public notices, and individual property notifications.
10. Conduct field surveillance and investigations to enforce zoning, subdivision, or business license regulations; write compliance reports and file requests for legal action.
11. Conduct research on planning concepts and policies to draft proposals for land use ordinance amendments and prepare reports in response to public zoning requests; present findings to the planning commission and elected officials.
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. Facilitate project review meetings with various departments and representatives to negotiate options for problem areas; meet with the general public to discuss zoning, planning, licensing, and development concerns.
14. Assist in developing goals and policies, writing plans, and preparing research for specific projects.

Knowledge, Skills, and Abilities

- Knowledge of principles and practices of urban planning, zoning, and community development
- Knowledge of computer software and applications, including Geographic Information Systems (GIS), word processing, and spreadsheets
- Knowledge of federal, state, and local laws governing land use, including Utah State Code (LUDMA) and current planning and long-range planning issues and trends
- Knowledge of code enforcement techniques, field investigation procedures, and associated legal documentation
- Knowledge of methodology and statistical analysis related to community demographics and economics
- Knowledge of the laws, regulations, and procedures of planning and zoning administration, including state land use enabling law
- Skilled in management and supervisory techniques
- Skilled in communicating complex technical and legal concepts clearly and concisely, both verbally and in writing
- Skilled in delivering presentations to boards, commissions, elected officials, and the public
- Skilled in negotiating solutions for controversial development projects and resolving conflicts between opposing parties
- Skilled in drafting clear and enforceable ordinances, resolutions and legal documents
- Ability to maintain cooperative working relationships with those contacted in the course of work activities

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- Ability to interpret and apply complex federal, state, and local codes, ordinances, and policies to specific land use applications
- Ability to apply various statistical methods
- Ability to plan, conduct, and organize comprehensive research studies and prepare feasibility reports
- Ability to analyze site plans and development proposals for compliance with engineering and planning standards

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, 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 laptops, desktops, smartphones, 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 is 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 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.

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Required Education and Experience

1. Bachelor's degree in Planning, Geography, or a similar planning-related field.
2. Five (5) 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.
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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