

Please use this [Application for Employment](#) when applying for all MSD jobs.

Send all applications, cover letters and resumes to msdjobs@msd.utah.gov. Include job title in subject line.

Planning Manager

Job Type: Full-time

Salary: \$69,881 – \$108,305 annually depending on experience

JOB SUMMARY

This is a professional planning position having a broad range of responsibility. The Planning Manager provides technical assistance to a professional staff engaged in a wide range of programmatic responsibilities that support the mission and goals of the department.

See msd.utah.gov for a description of the District, its member municipalities, and its services.

MINIMUM EDUCATION QUALIFICATION

Bachelor's degree from a four-year university in Urban Planning, Architecture, Engineering, or a related field with minimum of seven (7) or more years of responsible related experience of which (2) years must have been supervisory or any combination of education, experience, and training which provides the knowledge, skills and abilities listed.

ESSENTIAL FUNCTIONS

- Manages the activities of the current planning programs.
- Updates zoning code and relevant ordinances in accordance with Utah State Law, in accordance with General Plans and core values of the Metro Townships and Town of Brighton.
- Administers complex planning studies and development applications.
- Reviews applicant proposals. Reviews and processes land development requests, conditional and permitted use permits, rezone amendments, site plan reviews, variance requests, and subdivision plats.
- Prepares needed studies for commercial, residential, industrial area within the MSD.
- Prepares, administers, and enforces all zoning maps and zoning requirements.
- Prepares, administers, and enforces regulations governing the land use in the MSD jurisdiction, including regulation of occupancy and use of property, and issues all zoning certificates.
- Makes determinations and enforces all land use, zoning, and subdivision regulations.
- Conducts research and studies, staff reviews and provides recommendations regarding development applications.
- Assists in developing and ensuring the uniform implementation of planning policies and procedures; initiates efforts to streamline and improve policies and procedures.
- Provides technical assistance to staff for interpretation and application of applicable codes.
- Performs other duties as needed or assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Local government functions and local and state legislative processes
- Principles, practices and theories of Urban Planning, Community and Economic Development and Design, as well as principles and practices of zoning and subdivision design
- Planning and development and local government policies and procedures
- GIS data techniques and technologies designed to document and utilize local knowledge for the MSD communities
- Research methods and statistical principles related to urban growth and development
- Methods and techniques of effective technical report preparation and presentation
- Pertinent federal, state, and local laws, codes and regulations including yearly updates as required by Utah State Code
- Principles and practices of supervision, training, and personnel management
- Information dissemination techniques and methods
- Project Management

Skills and Abilities to:

- Manage, and direct the work of current planning
- Establish and maintain effective working relationships with elected officials, managers, employees, other agencies, and the public
- Frequently collaborate and work closely with external agencies
- Computer literate with command of standard office tools, such as Microsoft Office Suite
- Interact with customers to communicate and respond to their concerns
- Provide effective management to current planning personnel and develop cooperative working relationships with colleagues, senior management, and elected and appointed officials