



Municipal Services District

Planner II

JOB SUMMARY

Under the general guidance and direction of the Planning Manager, performs professional planning work including but not limited to facilitating application submittal requirements for proposed developments, hosting pre-application meetings, coordinating review processes with other departments and agencies, collecting and presenting data, preparing reports for Planning Commissions and Metro Councils in support of urban and regional planning, development and zoning activities for the Municipal Service District (MSD).

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

MINIMUM EDUCATION QUALIFICATION

Bachelor's Degree from an accredited college or university in Urban Planning, Landscape Architecture, or other closely related field, plus (4) years of increasingly responsible experience; or a master's degree in planning, plus (2) years of increasingly responsible experience; or an equivalent combination of related education and experience.

Special Requirements

Must possess a driver's license.

ESSENTIAL FUNCTIONS

The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.

Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.

- Interprets and applies applicable state, county and local codes, ordinances and regulations.
- Conducts detailed analyses of various development applications including subdivision plats, permits, site plans, conditional uses, variance requests, and rezoning requests.
- Conducts review of various development applications including, conditional and permitted use permits, rezone requests, site plan reviews, variance requests, and subdivision plats.
- Conducts pre-application meetings in which critical issues are identified for subdivision, site plan, conditional use, storm water, or other applications as required.
- Writes and presents formal and technical reports, working papers, and correspondence.
- Attends substantial number of evening meetings/conducts meetings with advisory boards and elected officials.
- Delivers quality customer assistance by providing information, technical assistance and responding to phone and e-mail contacts, and daily walk-in customers; preparing staff report packets; and providing planning assistance to member communities regarding various land use projects.
- Reviews building permit submittals; performs zoning compliance work including inspections, responding to complaints; issuing compliance letters; maintaining records of all evidence and correspondence.



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- Acts as project manager in the review and approval or denial, or the recommendation of approval or denial to the Planning Commission or other appropriate commission/board applications submitted for land use review.
- Provides technical assistance to developers, contractors, and citizens regarding ordinance requirements, approval processes, and available options to gain approval of land development proposals.
- Conducts research regarding property histories, previous regulatory actions, and applicable conditions of approval affecting land use.
- Provides insight and analysis of special studies or plans to solve issues relating to long-range planning, general plans, and land use development and/or regional planning.
- Calculates and creates Performance Bond amounts necessary to guarantee the installation of required improvements.
- Understanding of Geographic Information System (GIS).
- Understanding of Urban Design & Principles utilized in the planning profession.
- Performs field inspections to gather data as part of the development review process; verifies in the field that development projects comply with approved plans.
- Processes abandonments and street vacations applications; retains an appraiser; processes documentation regarding abandonment of rights-of-way, public utility easements, drainage easements, etc.
- Reviews landscaping and re-vegetation plans for compliance with ordinance.
- Performs review and calculations regarding water usage and compliance with other ordinance requirements.
- Performs other duties as needed or assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Knowledge of, and operation of, business computers, copy machines, phones and other typical business electronic equipment
- Knowledge and ability to utilize multiple Adobe applications, Sketch-UP, GIS or other similar applications
- Knowledge and ability to utilize word processing, spreadsheet, calendaring, scheduling, and publishing software applications
- Local government functions
- Local and state legislative processes
- Communication and public relations concepts, practices, principles, and strategies
- Project Management

Skills and Abilities to:

- Understand of Geographic Information System (GIS)
- Understand of Urban Design & Principles utilized in the planning profession
- Performs field inspections to gather data as part of the development review process; verifies in the field that development projects comply with approved plans
- Processes abandonments and street vacations applications; retains an appraiser; processes documentation regarding abandonment of rights-of-way, public utility easements, drainage easements, etc.



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- Reviews landscaping and re-vegetation plans for compliance with ordinance
- Performs review and calculations regarding water usage and compliance with other ordinance requirements

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

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

- This position requires work in a wide variation of conditions, from a typical office setting to field work. Must be able to attend evening meetings and some weekend events.
- While performing the duties of this job, the employee is frequently required to sit, walk, move, talk and hear. The employee is occasionally required to use hands to finger, handle, feel objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.
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Annual Salary range: 55,000 to 79,000 (depending on experience)

To apply: visit <http://msd.utah.gov/employment> or send a cover letter, resume and references to MSDJobs@msd.utah.gov