

LIST OF CURRENT JOB OPENINGS IN WEBER COUNTY CORPORATION. PLEASE
DISTRIBUTE TO PERSONS IN YOUR AGENCY CONCERNED WITH JOB
RECRUITMENT AND PLACEMENT

JOB TITLE	SALARY	ISSUED
PLANNER II WEBER COUNTY PLANNING - FULL-TIME WITH BENEFITS	\$21.34/HR/negotiable w/experience	10-14-2016

JOB SUMMARY Under the general supervision of an administrative superior, performs professional and technical work in city and county planning. MAJOR DUTIES (Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class). Develops and implements city and county planning programs as directed; conducts field studies and surveys to collect original research data for city and county planning projects; researches, analyzes, and processes technical and scientific data pertinent to development of planning policies and projects; prepares written and oral presentations as required. Organizes and participates in public meetings; brings together agencies, citizen groups, and/or individuals to assist on projects of special interest or short duration; assists other staff members on special projects, surveys, and land use policies.

Negotiates with land developers and processes subdivisions by working with review agencies to determine adherence to State law and County ordinances; drafts legal documents and notices relating to city and county planning; prepares land use permits; reviews and processes land use permits applications and intake for all other land use applications. Maintains and updates the data information system and scans planning documents in to the Planning Division archival system. Prepares, Maintains, and updates files and records appropriate to the position. Prepares, publishes, and distributes graphs, charts, maps, photographic, and other illustrative materials, using (Arc Info), Geographical Information Systems and computer aided drafting system (AutoCad). Assists the public by answering questions and provision information regarding current planning matters including zoning, annexation, site plans, and conditional use. Acts as staff consultant to various jurisdictions, boards, and commissions. Performs related work as required.

MINIMUM QUALIFICATIONS Graduation from an accredited college or university with a Bachelors Degree in City, Regional, or Environmental Planning, Geography, Public Administration or a closely related field, AND One year of increasingly responsible experience in a planning or other applicable agency. Any equivalent combination of education and experience.

Considerable knowledge of the principles and practices of city/county planning; working knowledge of planning, zoning, and subdivision law, theory and application; working knowledge of State laws related to planning and urban development; working knowledge of local government structure and operation; working knowledge of the nomenclature, symbols, techniques, and mathematics used in maps and topographical drafting; working knowledge of community development principles and practices; working knowledge of research methodology and statistics.

Skill in the use of analytical equipment; drafting equipment, Geographical Information Systems and skill in public relations. Skill in reading and interpreting development plans. Skill in communicating both orally and in writing. Skill in data compilation, analysis, and presentation.

Ability to prepare and present technical reports; ability to effectively communicate information and ideas verbally and in writing; ability to establish and maintain effective working relationships with employees, other agencies, and the general public.

SPECIAL REQUIREMENTS Valid State Driver's License and a good driving record.

TOOLS AND EQUIPMENT USED Personal computer, including word processing and computer aided drafting software; motor vehicle; calculator; phone; copy and fax machine, various graphic design tools

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed mostly in an office setting. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job, the employee is occasionally required to stand or sit, walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk or hear. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

MENTAL DEMANDS While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve complex problems; use math and mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruption; and interact with officials and the public.

WORK ENVIRONMENT The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles. The noise level in the work environment is usually quiet in the office, and moderate in the field. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**POSITION IS OPENED UNTIL FILLED
APPLICATION MUST BE SUBMITTED TO:**

**Weber County H.R., 2380 Washington Blvd., 3rd Floor, Suite 340, Ogden, Utah 84401
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - DRUG TESTING REQUIRED**