



Town of Springdale

Job Description

Title:	Associate Planner	Code:	305
Division:	Administration	Effective Date:	11/2016
Department:	Community Development	Last Revised:	

TOWN OF SPRINGDALE Full-Time Position Job Announcement

Associate Planner

The Town of Springdale is seeking a full-time Associate Planner to work under the supervision of the Director of Community Development. Qualified applicants must have either: a) a master's degree in urban planning, public administration, or closely related field, and sufficient experience to perform the duties outlined in the job description, or b) an equivalent combination of education and professional planning-related experience. This position is responsible for assisting the Director of Community Development in planning, organizing, and coordinating town-wide community and economic development operations and initiatives. Qualified applicants must possess a valid Utah driver's license.

Summary:

This position performs a variety of entry-to-mid level professional, general administrative and complex clerical duties needed to expedite the day-to-day processes, procedures, and projects of the Community Development Department. The Associate Planner also supervises and coordinates with the Code Enforcement Officer to resolve issues related to town zoning and nuisance ordinances.

Some knowledge of planning principles related to city and small-town planning is necessary. Skills in the art of diplomacy and cooperative problem solving, presentation, and organizational management are also necessary. This position is required to prioritize workflow and meet deadlines while working on various projects simultaneously.

A complete job description, including essential functions and minimum requirements of the Associate Planner position is available on the Town's website:

www.springdaletown.com/236/Employment-Opportunities.

Compensation:

Competitive compensation, consistent with training and experience, is offered. Anticipated hiring range is \$17.91/hour - \$22.38/hour (\$37,253-\$46,550/year) including a comprehensive benefits package.

Application Process:

Interested applicants should submit a Town employment application, resume, short example of a writing product prepared for a professional or academic purpose (1-2 pages), and cover letter to Dawn Brecke, Town of Springdale Human Resources, 118 Lion Blvd., P.O. Box 187, Springdale, UT 84767. Position will remain open until filled. First review of applicants will be Friday, July 20, 2018. Applications are available on the Town's website.

The Town of Springdale is an equal opportunity employer and an alcohol and drug-free work place. The successful applicant will be required to submit to pre-hire drug testing and physical, and be a rated qualified driver after review of applicant's MVR per town policies.

GENERAL PURPOSE

Performs a variety of **entry-to-mid level professional, general administrative and complex clerical duties** needed to expedite the day-to-day processes, procedures and projects of the Community Development Department. Assists the Director of Community Development in the planning, organizing and coordinating town-wide community and economic development operations and initiatives.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of Director of Community Development.

SUPERVISION EXERCISED

Provides close to general supervision of Code Enforcement Officer.

ESSENTIAL FUNCTIONS

Projects & Operations: Receives, reviews and qualifies new development proposals for compliance with applicable Town ordinances; participates in the completion of long-range planning projects conducting research, identifying issues, and generally assisting the Director of Community Development and Planning Commission. Performs site visits and field inspections to verify compliance with land use regulations, development standards, and approved plans.

Prepares written reports to the Planning Commission, Historic Preservation Commission, and Art Review Board regarding current development projects; attends Planning Commission, Historic Preservation Commission, Art Review Board, and Appeal Authority meetings; as approved by the Director of Community Development, conveys departmental insights related to technicalities of various projects and development proposals and projects; participates in the exploration of alternative solutions to best comply with current and long-range plans.

Assists the Planning Commission and Director of Community Development in preparing General Plan updates, revisions of land use ordinances and other long range planning projects, as required and assigned.

Assists members of the community, business owners, developers and other interested parties in understanding and complying with the Town's land use regulations; responds to request for information from the public regarding Town land use standards and zoning ordinances.

Responsible for the management and organization of building plans, planning documents and other department records in the Town archives.

Manages the internal review process for applications for new development, coordinating with the public works department, building department, fire marshal, and town engineer.

Code Compliance: Coordinates with the Code Enforcement Officer and Director of Community Development to resolve issues related to town zoning and nuisance ordinances; reviews various complaints or discoveries; may perform site visits and field inspections to verify and qualify violations; in coordination with the Code Enforcement Officer, recommends citations consistent with Town ordinance and guidelines.

Office Maintenance & Records: Maintains physical aspects of the office, including records management and organization; performs or coordinates custodial care and upkeep; organizes and maintains paper files, spreadsheets, and databases; primarily responsible for the organization and management of archived building plans and other planning related documents.

Special Events: May assist to plan, organize, and participate in the execution of special town events (Butch Cassidy Race, night sky events, kid's bike rodeos, etc.)

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Graduation from college with a master's degree in urban planning, public administration or a closely related field;
 - AND
 - B. Sufficient experience to demonstrate an aptitude or ability to perform above and related duties;
 - OR
 - C. An equivalent combination of education and professional planning related experience.

2. Knowledge, Skills and Abilities:

Some knowledge of planning principles related to city and small-town planning, i.e., land use and zoning, transportation, environmental quality, tourism and economic development, etc.; policies and laws pertaining to the use of federal public lands, such as FLPMA and NEPA; FEMA floodplain regulations and procedures; floodplain management; flood dynamics and hydrology; local government revenue options and taxation; principles and practices of comprehensive rural economic development, rural planning, sociology and community organization as applied to rural economic development; relationship between factors affecting rural economic development policy, such as economic, political, sociological, legal, etc.; research and statistical analysis and the evaluation of research data; land use, zoning, federal, state, and local laws; planning and zoning law, theory and application; local government structure and operations, including the budgetary procedures and fiscal management; research methodology, statistical analysis and evaluation of research data; land use, zoning, federal, state, and local laws; the interrelationships between various types of local governments and agencies; housing policy, including moderate and affordable housing policy; natural and environmental resource protection.

Skill in the art of diplomacy and cooperative problem solving interpersonal communication skills; public speaking and presentation skills; creative problem-solving skills; organizational and records management skills.

Ability to multi-task the logistics of various projects or issues simultaneously to prioritize workflow and meet deadlines; organize and manage paper and digital files and plans associated with land use applications; interpret codes accurately and effectively; enforce regulations with fairness, tact, and impartiality; communicate effectively verbally and in writing; perform comprehensive research studies; prepare and present technical reports; perform advanced mathematical calculations; develop and maintain effective working relationships with elected officials and the public.

3. Special Qualifications:

None.

4. Work Environment:

Tasks require a variety of physical activities not generally involving muscular strain. Physical demands may occur in activities related to walking, standing, stooping, sitting, reaching, etc. Talking, hearing and seeing required in the daily performance of job duties. Mental application utilizes memory for details, emotional stability and discriminating thinking and creative problem solving. Periodic local travel required in course of performing portions of job functions.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date _____

(Employee)