Perry City
Job Description

City Planner II

Division: Administration
Department: Community Development
FLSA Status: Non-Exempt

Reports to: Mayor and/or City Administrator
Date Prepared: January 2018

Purpose: Performs professional planning functions for the orderly development, redevelopment and growth of the City.

Essential Duties and Responsibilities:

- Perform professional planner functions and act as staff planner to the Planning Commission and Board of Adjustment preparing meeting schedules and agendas, maps, photographs, and graphic materials; analyzes, processes, and formulates staff recommendations for development applications; prepares staff reports for zoning, variances, appeals, site plans, and Conditional use applications, annexations, etc.
- Participates in public meetings, prepares and makes presentations at public meetings to the Planning Commission, Board of Adjustments, City Council, and meetings relating to development applications, variances, appeals, zoning amendments, and insures that accurate records are kept.
- Coordinates with the City Attorney, City Engineer, Building Inspectors, Planning Commission, Board of Adjustment, and other officials in matters related to planning and zoning and development in the City.
- Conducts the Planning Review and Preconstruction meetings for new development represented by various city departments such as engineering, building, power, police, public works, fire departments, also developers, architects, engineers, realtors, and City officials; coordinates with the County and other municipal planning agencies to resolve problems.
- Reviews zoning approval for building permits, sign permits, and occasionally business licenses for various locations throughout the City for compliance with city zoning regulations; analyzes and approves building permit plans to insure compliance with existing ordinances.
- Works with public regarding planning, zoning, and development questions.
- Assists with code enforcement regarding zoning violations, onsite improvements, agreements and letters of credit/bonding; works with inspector to inspect site improvements with regard to zoning requirements for final occupancy permits.
- Provide staff support for economic development, coordinate with county and other cities regarding economic development, etc.
- Acts as U. S. Census representative.
- Updates general plan and land use ordinances in the Municipal Code Online System
- Maintains all development files including index of approvals and recording dates, maps, plat maps, and mylars.
- Obtains signatures for plats, notarizes, and record plats and other documents at Box Elder County offices.
- Maintain address maps and address book - consult County for addressing; update general plan zoning maps w/ City Engineer.

Joint Planning Advisory Board and Regional Meetings:
• Attend meetings; prepare room for each meeting.
  • Arrange for Minutes Clerk (if necessary) and notify Board members.
• Coordinate with Brigham City and other entities, including attending regional planners meetings (with other city/county planners).
• Attend regional transportation planning meetings.

**Planning Commission and Special Uses Board meetings:**
  • Oversee the preparation of information packets for Planning Commission members, City Engineer and City Officials (including business licenses and land use portions of the City Council packet).
  • Work with Minutes Clerk and/or City Recorder to edit and prepare minutes.
  • Meet and/or take calls with applicants/developers - explain procedures, permits, etc., and remind regarding meeting times.
  • Prepare written recommendations from staff and the Planning Commission to the City Council and to the Special Uses Board.
  • Set up training for commission and board.
  • Draft and mail necessary correspondence.

**Records Management:**
  • Organization of files - make new files - keep file index current.
  • Update and maintain land use and forms.

**Knowledge and experience:**
  • Graduation for college or university with a Bachelor’s Degree in urban planning, geography, civil engineering, architecture, political science, economics or closely related field and three (3) years full time progressively responsible experience in urban planning or any equivalent combination of education and experience.
  • Thorough knowledge of the principles, practices, and laws of planning, zoning, subdivisions, theory and application, zoning regulations; considerable knowledge of local government structure and operations; working knowledge of the nomenclature, symbols, techniques of mapping and architectural plans; knowledge of research methodology and statistics, and Board of Adjustment law, practice and application; basic understanding of the principles and theory of redevelopment.
  • Skills in public relations and making public presentations.

**Other Qualifications:**
  • Must have interpersonal skills and experience working with the public.
  • Possession of a valid Utah Drivers License and good driving record.
  • Must be able to type 45 WPM.
  • Certification from the American Institute of Certified Planners (AICP) is preferred.
  • Must be computer literate and working knowledge of Geographic Information Systems (GIS) is highly desired.
  • Willingness to attend evening meetings to meet the needs of community development.
  • Must have proficient knowledge of Microsoft PowerPoint and the ability to deliver all verbal presentations at Planning Commission and Land Use meetings.

**Interpersonal and Communication Skills:**
Ability to communicate effectively, verbally and in writing; ability to follow written and oral instructions; ability to establish and maintain effective working relationships with employees, City officials, other government agencies and the public; ability to supervise and participate in the compilation, research, analysis and preparation of planning related technical and statistical reports and data.

**Physical Requirements and Work Environment:**
While performing the duties of this position, the employee is in an office setting and will be required to occasionally stoop, kneel, crouch, or crawl while handling some office responsibilities. The employee is frequently required to sit, use hands or fingers to handle or feel tools and controls such as when working with the computer; reach with hands and arms while filing or accessing files; and communicate via phone and in person to customers, developers, and vendors. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Attendance and punctuality:**
Must have regular and predictable attendance and proper notification/communication in the event of an absence.

**Supervisory/Management Skills:**
This position has no direct supervision.