

Lindon City
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Lindon, UT 84042-1808



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LINDON CITY JOB OPENING

Associate Planner (Planner II)

Closing Date: Tuesday, November 13, 2018 at 5:00pm

Lindon City is seeking qualified applicants to fill an opening for the position of Associate Planner (Planner II) in the Lindon City Community Development office.

Lindon City, Utah (pop. ~10,960) is a vibrant, growing community situated along the Wasatch Mountains about 45 minutes south of Salt Lake City. In 2009, 2011, and 2013 Lindon City was ranked by CNN Money Magazine as one of the 100 'Best Places to Live in America' and is consistently recognized as one of the best communities in Utah County to construct a home or business. Lindon is a family friendly community with potential for significant commercial and industrial growth along its Interstate-15 corridor. The Associate Planner will assist the Community Development office in its efforts to continue providing high quality customer service for current projects and long-range planning within the City.

APPLICATION REQUIREMENTS:

Applications must include the following:

- Current resume;
- Cover letter and/or other writing sample;
- Completed Lindon City Employment Application (available on-line at <http://www.lindoncity.org/employment.htm> or at City offices located at 100 North State Street, Lindon, UT 84042).

All application materials must be received by Tuesday, November 13, 2018 at 5:00pm. Finalists for the position may be required to perform additional skills analysis testing and/or give a presentation prior to final selection.

Job Description:

TITLE:	Associate Planner (Planner II)
WAGE:	Range 17 (\$44,574.40 to \$66,830.40 annually) + Full Benefits (medical, dental, 401k, URS retirement pension, vacation, sick leave, etc.). <i>Salary typically starts at lower end of range, DOQ.</i>
DEPARTMENT:	Planning Department
STATUS:	Regular Full-Time
FLSA CODE:	Non-Exempt

NATURE OF THE WORK

Under the direction of the Planning and Economic Development Director, administers the land use ordinances and policies for current and long range planning within the City.

EXAMPLES OF DUTIES

Processes applications related to zoning and planning functions; gathers information and formulates recommendations relating to submitted land use applications and their conformity to the City's land use ordinances and General Plan; prepares Staff Reports for Planning Commission and other City meetings; attends Planning Commission meetings and advises Commission in relation to City code

requirements; attends and advises Historic Commission, Board of Adjustment and City Council in meetings as directed; assists the general public with land use & zoning inquiries; reviews citizen complaints regarding code compliance; review, administer, and prepare amendments to the land use ordinances found within the Lindon City Code; performs field inspections of development projects to assess conformance with local codes; reviews building permits and business license applications for zoning compliance; seeks out and manages grants; may be assigned to attend meetings of various community special interest groups and other agency committees; performs other related duties as assigned.

KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of:

- Urban planning and zoning theory;
- Municipal land use laws in the State of Utah;
- Procedural administration for City meetings and processing of land use applications;
- Building Permit review processes;
- Computer hardware and software systems (Microsoft Word/Excel/PowerPoint, ArcView, Adobe Acrobat, etc.).

Ability to:

- Communicate effectively in both verbal and written communications;
- Prepare and present comprehensive reports in a clear and concise manner;
- Train and direct other personnel in essential job duties (planning interns; co-workers);
- Organize and follow through with multiple projects of various complexity at the same time;
- Establish and maintain effective working relationships with City officials, staff, and the general public;
- Provide excellent customer service and be able to maintain positive public relations.

Skill in:

- Explaining complex rules and ordinances in an easy to understand manner;
- ArcView / GIS utilization for production of City maps and various projects;
- Word processing, presentation software, and spread sheet data base entry;
- Resolving disputes and complaints from the public.

MINIMUM EDUCATION AND EXPERIENCE

A bachelor degree in urban planning, or other bachelor degree with public administration emphasis, or related fields, plus 3 to 5 years related planning experience.

LICENSES AND CERTIFICATES

Valid State of Utah driver license w/ no significant violations or restrictions that prohibit ability to perform essential job duties.

WORKING ENVIRONMENT

Normal office setting and surroundings; must be able to operate and drive a City vehicle; will be required to attend night-time meetings; requires light physical effort including light lifting.

Selected applicant must pass a drug screening test, criminal background check, and driver license check prior to any offer of employment being effective.

Lindon City is an Equal Opportunity Employer.