



# Grand County

## Job Description

<b>Title:</b>	Associate Planner	<b>Job Code:</b>	1610
<b>Division:</b>		<b>Effective Date:</b>	
<b>Department:</b>	Planning & Zoning	<b>Last Revised:</b>	2/2024

### GENERAL PURPOSE

Performs a variety of **professional, technical, and administrative duties**; oversees the development review process from application to final decision, including coordinating legal review, preparing staff reports and other related documents. Collaborates with Building, Engineering, Transportation, Special Service Districts and other local and state agencies, to inform and provide professional application review. Supports code enforcement efforts; coordinates with the Planning Director to organize and conduct the Planning Commission meetings and assists in long range planning projects and activities.

### SUPERVISION RECEIVED

Works under the general supervision of the Planning and Zoning Director

### SUPERVISION EXERCISED

None.

### ESSENTIAL FUNCTIONS

**Professional:** Ensure quality customer service; responsiveness and spirit of collaboration with other departments, public agencies and organizations in the community. Maintain diplomacy and objectivity when discussing land use policies and regulations. Communicate clearly and respectfully when addressing Planning Commission members and elected officials. Provide support to Planner I in responding to questions, complaints and general inquiries from citizens, to provide consistency in messaging and interpretation of Grand County's policies. Present staff reports on current planning (development applications) to the Planning Commission and County Commission

**Technical:** Interpret the Land Use Code and zoning map, and track conflicts or deficiencies with the code. Maintain a thorough understanding of the County's General Plan, Strategic Plan, Master Plans and Construction Standards. Make recommendations to the Planning Director on amendments to the LUC, General Plan or other procedures and policies as necessary. Assist Planning Director in drafting LUC amendments and ordinances, as well as long range planning efforts such as General Plan updates, and public outreach.

Perform technical review of development applications, including conditional use permits, site plan and subdivision plat, conduct site inspections; coordinate the Development Review Team and ensure applications are circulated to the appropriate agencies and department heads for review. Work closely with the County Engineer and County Surveyor to ensure development projects are compliant with the LUC and State Statute. Draft staff reports, resolutions, ordinances and other development related documents in conformance with State code, the County LUC and in reference to the General Plan. Coordinate with the County Attorney for legal review of development applications.

Oversee Planner I in department approval of building permits and business licenses Maintain iWorQ database, to track development applications and building permits, as necessary.

**Administrative:** Field general questions and inquiries from the public. Apprise citizens, developers, businesses, and others of planning and development processes and regulations. Ensure procedural due process related to all development applications; inform applicants of scheduled meetings and transmit public comments and feedback provided to the appropriate recommending or decision-making bodies. Oversee final processing and recording of approved development applications. Track land development /infrastructure improvement bonds; maintain awareness of inspections needed by the County Engineer and service districts and process partial and final bond release with the Clerk's office.

Oversee and support Planner I in coordinating Planning Commission meetings, compiling agenda materials, and posting agenda and public hearing notices on County website and Utah Public Meeting Notice (PMN) website within the required timeframe. Oversee Planner I in minute-taking of public meetings, workshops, and presentations.

Supports the Planning and Zoning Director by providing assistance and non-supervisory oversight to the Planning and Zoning Department. Maintain accurate and up to date files on all Planning & Zoning policies and procedures.

Oversees all other office related work.

#### MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from college with a bachelor's degree in public or business administration, planning, urban development, architecture, engineering or related field;

AND

B. Four (4) years of responsible experience performing above or related duties;

OR

C. An equivalent combination of education or experience.

2. Knowledge, Skills, and Abilities:

**Considerable knowledge of** Community development and Land Use regulatory framework principles and applicable laws, including public process; planning and zoning principles and ordinances; state land use law and its relationship to local land use regulations; general knowledge of building codes; local government structure and operation; professional office management; community development processes and codes; proper business English usage including spelling, grammar, and syntax; modern office practices and procedures; administrative procedures and methods related to filing and documenting; business writing; report and presentation writing; personal computers and current office software programs for word processing, spreadsheet, presentation, and databases at the advanced level of proficiency; interpersonal communication skills and telephone etiquette; standard office equipment operation. **Working knowledge of** map reading, legal descriptions, transportation planning, site planning, and subdivision review; principles of public relations, and decision making of zoning, site plans, and subdivision plats.

**Skill in** interpersonal communications and effective conflict resolution methods; using personal computers and applicable software applications including spreadsheets and database programs. Document and report composition.

**Ability to** conduct self in an appropriate manner as a representative of the county working effectively in a diverse work environment; quickly learn county operations, programs, policies, procedures, and the functions of the assigned office; perform assigned administrative support functions with speed and accuracy under time pressure; operate a computer including word processing, spreadsheet and database applications; perform basic mathematical calculations; understand and explain county and department policies and procedures; maintain records and files; research and compile data and information, and apply analytical skills; prepare concise and effective written communications; manage multiple projects and operations simultaneously; work independently under time deadlines; build and maintain effective working relationships with those contacted in the course of work using principles of good customer service; communicate effectively both orally and writing in an office environment; maintain confidentiality. Apply general principles and ordinances.

3. Special Qualifications:

Must possess a valid Utah Driver's license.

Must complete a twelve (12) month introductory/orientation period as a prerequisite to this position.

Must successfully pass and maintain all requirements of criminal history background checks.

Must successfully complete pre-employment drug screening.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, but do require frequent walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity required for many tasks. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking.

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**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)