



Grand County

Job Description

Title:	Planner I	Job Code:	1640
Division:	Administration	Effective Date:	1/2025
Department:	Planning & Zoning Department	Last Revised:	10/2024

GENERAL PURPOSE

Performs a variety of **administrative, clerical and technical** duties to expedite the coordination of functions for the Planning and Zoning Office.

SUPERVISION RECEIVED

Works under the direct supervision of the Planning and Zoning Director.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Public Engagement/Customer Assistance: Provides support to Associate Planner in responding to public inquiries, answering phone calls, responding to emails and assisting with walk-in public. Provides information requiring knowledge of Grand County, the Land Use Code and Zoning Parcel Map, the General Plan and related Master Plans, Planning and Zoning Department policies and procedures, including instructions on submitting development applications, and the fee schedule.

Direct public to the appropriate department for inquiries not related to Planning & Zoning. Corresponds with businesses, vendors, public agencies regarding Grand County Planning & Zoning office.

Assist in public engagement for the Department; engage the public via digital and traditional public engagement methods; design, edit and create communications materials, including written, graphical, and digital media communications for the Department related to land use policy changes, procedural guides, workshops, informational events, and other information. Advise clients, stakeholders, commissions and agencies on the status of projects including General Plan and Land Use Code updates. Track public comments and feedback related to changes to the Land Use Code, General Plan, or other existing policies and regulations.

Administrative: Provides support to Associate Planner in accepting and reviewing development and zoning applications. Performs confidential administrative duties related to processing development applications; Performs initial completeness review of development applications; works with Associate Planner to ensure applications are processed efficiently and that a high level of customer service is provided through the applications process. Support Associate Planner in coordinating the Development Review Team.

Coordinate with the Planning Director to organize and conduct Planning Commission meetings; draft the agenda, compile agenda packet materials, and post the agenda and public hearing notices to the County website and Utah Public Meeting Notice (PMN) website within the required timeframe; takes and transcribes minutes and posts minutes to the website as needed.

Performs general office duties; composes letters, updates policy manuals, maintains various filing and archiving systems; performs daily mail run; orders and maintains inventory of office supplies. Manages invoices and receipts and ensures they are submitted properly to accounts payable.

Technical: Maintain an understanding of GIS data, mapping techniques and visual media. Preference given to candidates with ability to create maps in GIS for use in Land Use Planning and proficiency with 3D modeling software such as Sketchup or other visual aid tools. Oversee the iworq database for tracking development and planning applications. Review Building Permits to assure that all P&Z requirements have been met prior to issuance of permit. Conduct site visits to determine and ensure compliance of P&Z requirements.

Manage the Department's web services, including department social media accounts and Department pages on the Grand County Website. Ensure up-to-date and relevant information is available via the web, social media, and other communication vectors for the public. Coordinates with the Associate Planner to ensure that accurate and up to date files are maintained across all systems.

Research and data collection to support long range planning efforts, immediate Land Use Code updates or new policies the County would like to implement. This may include researching topics related to Housing, Transportation, and other development trends and policies.

Business Licensing: Oversees the business license application process. Receives and distributes Business license applications for approval from applicable departments and agencies. Send completed, approved Business License applications to the Grand County Clerk's office for payment and issuance.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

1. Educations and Experience:

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

AND

B. Two (2) years of experience performing above or related duties;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Considerable knowledge of computer assisted management information systems, GIS; various PC software applications such as Microsoft Office software, Adobe Acrobat, Adobe graphic design software, etc.; general office management and practices; development application process, recording and filing procedures and methodologies; the operation of standard office equipment; basic mathematics. **Working knowledge of** basic public relations, community development, land use principles and strategies, planning and zoning principles and ordinances; state land use law and its relationship to local land use regulations; general knowledge of local government structure.

Skill in Document preparation and letter composition; written and oral communication; Preference given to skills in generating maps, drafting basic land use diagrams, concept sketches, modeling development scenarios; ;

Ability to demonstrate initiative in problem solving and be able to prioritize workload without constant supervision;; maintain appropriate confidentiality; use proper grammar, spelling and punctuation; communicate effectively, verbally and in writing; develop effective working relationships with supervisors, fellow employees and the public.

3. Special Qualifications:

Must possess a Utah driver's license.

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

Must successfully complete pre-employment drug screening.

Must complete a twelve-month introductory/orientation period as a prerequisite to this position.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require a 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.

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)