



TOWN PLANNER/ZONING ADMINISTRATOR

NATURE OF WORK

Position is responsible for professional work in city planning, zoning, and community development. Work involves researching and assessing community needs and resources, compiling, and analyzing data, preparing recommendations and policy development. The individual may draft administrative guidelines and policies for review by department heads, prepare materials for grant requests, and be responsible for monitoring and evaluating departmental projects. Work will be performed under the supervision of the Community Director.

RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

An employee in this position may be called upon to do any or all the following essential duties: (These examples do not include all the duties which the employee may be expected to perform)

1. Act as staff liaison to the Planning and Zoning Commission and prepare staff communications and meeting agenda.
2. Act as one of the staff liaisons to the Town Council. Prepare staff communications regarding planning and development to the Town Council for all scheduled meetings.
3. Act as staff liaison to Washinton County Assessor's Officer for all proposed and approved land divisions.
4. Coordinate staff reviews from the various departments for all incoming site plans, special use permits, variance, and land division applications for communication with developers and citizens.
5. Prepares updates to the General Plan for consideration.
6. Prepares agendas, maps, reports and other information for the planning and zoning processes.
7. Reviews site plans for compliance with applicable codes.

8. Assists in the periodical update of the Town's Park's, Recreation, Open Space and Trails (PROST) Plan.
9. Properly respond to zoning inquiries by phone, email, and in person.
10. Prepare and process amendments to the Zoning Ordinance as deemed necessary.
11. Monitor the status of approved site plans for compliance.
12. Review all residential construction site plans for compliance with the Zoning Ordinance.
13. Monitor violations of the Zoning Ordinance.
14. Prepare recreational grant applications.
15. Interact with the Utah DEQ on storm water management matters.
16. Provide addresses for new properties and parcel divisions.
17. Prepare and maintain various records and reports.
18. Perform related duties as required and directed.

**ESSENTIAL FUNCTIONS, QUALIFICATIONS AND KNOWLEDGES, SKILLS,
AND ABILITIES FOR EMPLOYMENT**

All the following functions, qualifications, knowledge, skills, abilities (KSA's), and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

- o **Knowledge** of principles and practices of current urban planning and design.
- o **Knowledge** of federal and state grant funding programs.
- o **Ability** to deal effectively with citizens and developers.
- o **Ability** to see and hear well to complete duties 1-18.
- o **Physically** mobile to complete duties outside of an office environment.
- o **Ability** to deal effectively with stress and ability to meet specific deadlines.
- o **Critical** thinking skills are required.
- o **Graduation** with a bachelor's degree from an accredited college or university in urban planning, urban design, or related area with 3 - 5 years of experience in a planning position, preferably with a municipality or government agency.
- o **A valid** driver's license.

