

# Cottonwood Heights



## Job Description

Title:	Associate Planner	Code:
Division:	Community & Economic Development	Effective Date:
Department:	Planning	Last Revised:

### GENERAL PURPOSE

Performs a variety of **technical and professional-level** planning and community development work; and **routine administrative and complex clerical** duties as needed to assist with the administrative, technical or clerical functions of the Community and Economic Development department. Provides administrative, technical, and clerical duties involved in the support of the building and public works divisions; provides staff support to the planning commission, board of adjustment and architectural review commission. Acts as the front counter customer service agent for the planning, building and Public Works departments and provides general information and assistance to the public regarding other city related information.

### SUPERVISION RECEIVED

Works under the general supervision of the Community & Economic Development Director.

### SUPERVISION EXERCISED

None.

### MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from college with a bachelor's degree in urban planning, public administration or a closely related field

AND

- B. Two (2) years of responsible experience related to above duties;

OR

- C. An equivalent combination of education or experience.

### ESSENTIAL FUNCTIONS

**Planning & Zoning:** Assists and provides information to the public regarding the general plan, zoning, subdivisions, application procedures and current projects, building permits and other requests for service at the front counter and/or over the telephone; assists the public in the completion and processing of zoning applications, i.e., land use, signage, zoning, subdivision, etc.; assists in the general administering of land use and subdivision regulations.

Researches planning information and concepts, land use, and legal issues relating to current and long-range planning matters and policy issues, and compilation of data for special studies and reports for special planning, building and/or public works projects; gathers and prepares data in written and graphic form for use of the planning, building and Public Works staff. Prepares a variety of studies, reports, and related information for decision-making purposes; coordinates department activities with other City divisions, departments and outside agencies as needed.

Performs a variety of routine and complex administrative, technical and professional work in the Community and Economic Development Department of the City related to the development and implementation of land use and related municipal plans and policies.

Provides technical and professional advice; makes presentations to supervisors, boards, commissions, civic groups and the general public. Provides information on land use applications, ordinances, codes, plans and related planning programs, services or regulations to architects, engineers, developers, contractors, owners, community groups and interested persons.

Assists in the development and implementation of zoning, subdivision regulations, capital improvement plans, land use plans, annexation studies, and other plans, studies, and codes to meet the City's needs.

Evaluates land use proposals for conformity to established plans and ordinances; evaluates proposals' development impact as they proposals' development impact as they

Provides initial contact with the general public seeking information regarding zoning and planning standards; reads maps, planning regulations etc., while assisting staff planners and/or responding to general inquiries; determines necessary application forms and may assist customer with completion; processes planning applications; reviews and processes subdivision applications and ensures timely recordation of all subdivision plats; accepts petitions for rezoning, annexations, street or easement vacates and conditional uses; assess fees according to established requirements; maintains and distributes record of incoming files.

Assists with the timely notification of affected property owners of public hearings related to land uses, as well as notifications to appropriate governmental agencies following prescribed procedures to ensure that all legal requirements are met; prepares notices for delivery to adjacent property owners to apprise of proposed or pending actions.

**Building:** Receives and reviews applications for various types of building permits; reads blueprints, determines completeness of applications; verifies and collects appropriate fees; issues permits; deposits revenues with city treasurer; reviews building permit documents and enters into computer system database; generates various reports related to building activity for distribution to city and state officials. Reviews site plans for zoning approval and coordinates the timely building permit review process of other applicable departments.

Assists in scheduling inspections; follows-up on various inspection activities during course of construction; organizes schedule for final inspections by city inspectors; receives notification of inspection status and prepares certificates of occupancy or temporary certificates of occupancy; assists code enforcement staff with various report processing and document maintenance.

**Special Projects/Business Licensing:** Processes GRAMA requests; responds to customer "requests to inspect Public Records" or to receive additional information regarding certified letters received regarding public hearing notices; follows established policies and procedures and government records access regulations to appropriately comply with requests.

Reviews business license for zoning approval.

Assists in maintaining databases for building and Public Works departments; permits and assigns permit numbers, maintains files, tracks inspections and assigns inspectors; processes road-cut/excavation and other Public Works permits.

Assists in managing short-term rental applications process and works with applicants to ensure compliance with city code by performing field inspections and administrative hearings.

**Bonding:** Coordinates the bonding process between the developers and the city while complying with all state laws regarding bonding; provides information and assistance to the public, bonding companies, and governmental agencies; monitors bonding work to ensure compliance with specified activities; coordinates with and presents information to Public Works and Planning regarding bonding matters; develops, monitors, and maintains bond process records.

**General:** ; greets the public at department and front counter, answers phone and routes calls; takes and relays messages; provides information to inquiring parties; responds to general questions related to department functions; prepares documents, letters, reports, memos, minutes or other general correspondence; composes routine letters and informative notices; proofreads reports, forms and other typed, handwritten, graphic, or photographic information for accuracy, grammar, punctuation, math, and procedural accuracy.

Monitors deadlines for special activities such as hearings, legal notices, mailings, postings, etc.; assists with meeting room set up; recording equipment set up and take down for land use boards and commissions; maintains calendar for department and boards and commissions.

Performs general ledger bookkeeping for the department; reconciles GL accounts following city-wide financial guidelines and procedures; monitors projects to ensure compliance with bonding requirements effecting the release of project funding.

## KNOWLEDGE, SKILLS, AND SPECIAL QUALIFICATIONS

### 1. Knowledge, Skills, and Abilities:

Knowledge of:

- principles, practices, procedures and standards of planning and community development in a municipal setting;
- practices and techniques of statistical analysis;
- techniques and materials for the preparation of maps, charts, and diagrams; computer applications related to the work, including automated record-keeping and tracking systems;
- format and standards for planning report preparation and presentation;
- techniques for effectively representing the City in contact with governmental agencies, community groups, various business, professional and regulatory organizations and with property owners, developers and the public.

2. **Considerable knowledge** of modern office practices and procedures; of grammar, spelling and punctuation; of modern filing systems related to alphabetical and numeric files; personal computer operations and various program applications such as MS Word, Excel, etc.; telephone etiquette, various office equipment; knowledge of Adobe Creative Suite and/or SketchUp is preferred **Working knowledge** of administrative procedures; of legal processes associated with the maintenance of public records and documents; current codes, laws, standards, safety practices and principles required to meet building standards; planning and zoning ordinances and codes; interpersonal communication skills, bookkeeping and basic accounting; research methods and practices.

3. **Ability to** Provide information and organize material in conformance with policies and legal requirements; meet and deal tactfully and effectively with the public; plan and organize work to meet schedules and deadlines; prepare and maintain accurate and complete records; exercise initiative, independent judgment and to act resourcefully under varying conditions; work under the pressure of time deadlines and related workload stress and multi-tasking requirements; perform research and compile planning, building and/or Public Works information; read and understand building plans, building codes, flood plain maps, zoning regulations and planning processes; take shorthand or speed writing; communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with fellow employees, elected officials and other agencies of the public; perform general bookkeeping; establish and maintain comprehensive records and files.

### 4. Special Qualifications:

Current Utah driver's license

### 5. 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, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Rapid work speed required to perform keyboard operations. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and some guided problem solving. Tasks may require periodic local travel related to locating or verifying properties and addresses.

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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)