



Town of Springdale

Job Description

Title:	Planning Technician	Code:	305
Division:	Administration	Effective Date:	01/2021
Department:	Community Development	Last Revised:	

Full-Time Position Vacancy

Planning Technician or Associate Planner

The Town of Springdale is seeking a full-time Planning Technician or Associate Planner to work under the supervision of the Director of Community Development. The position is responsible for assisting in planning, organizing, and coordinating town-wide community and economic development operations and initiatives. The position will be filled at either the Planning Technician or the Associate Planner level, depending on the successful applicant’s qualifications. Applicants should clearly indicate which position level they are applying for. Qualifications for the two levels include:

Associate Planner Level

1) a bachelor’s degree in urban planning, public administration, or related field; or 2) an Associate’s Degree with coursework in communication, public administration, planning, geography, or similar field.

Planning Technician Level

A high school diploma or GED with a minimum of four (4) years professional experience in an office setting performing administrative and clerical tasks, managing files, facilitating internal processes, and communicating with the public.

Qualified applicants must possess a valid Utah driver’s license.

Summary:

The position performs a variety of professional, general administrative and complex clerical duties needed to expedite the day-to-day processes, procedures, and projects of the Community Development Department. Duties include coordinating the issuance of building permits with appropriate personnel and managing the internal review process for applications for new development. The position also manages the department’s internal project tracking sheet, ensures payments for land use permits are coordinated with finance department staff, and manages and organizes building plans, planning documents, and other department records. Additional duties for the Associate Planner position also include receiving, reviewing and qualifying new development proposals for compliance with applicable Town ordinances, performing site visits and field inspections to verify compliance, and preparing written reports to various Commissions regarding development projects.

This position requires some knowledge of research and statistical analysis and the evaluation of research data, as well as land use, zoning, federal, state, and local laws, and local government structure and operations. The applicant must be proficient in the art of diplomacy and cooperative problem solving, and is required to prioritize workflow and meet deadlines while working on various projects simultaneously.

The Planning Technician and Associate Planner job descriptions are available on the Town’s website. The descriptions include essential functions and minimum requirements of the positions:

www.springdaletown.com/administration/employment/.

Compensation:

Competitive compensation, consistent with training and experience, is offered. Anticipated hiring range is:

Planning Technician \$16.88 - \$21.00/hour (\$35,110 - \$43,691/year)

Associate Planner \$20.20 - \$25.25/hour (42,024 – 52,530/year)

Application Process:

Interested applicants should submit a Town employment application, resume, short example of a writing product prepared for a professional or academic purpose (1-2 pages), and cover letter to Dawn Brecke, Town of Springdale Human Resources, 118 Lion Blvd., P.O. Box 187, Springdale, UT 84767. Position will remain open until filled. First review of applicants will be Monday, February 22, 2021.

Applications are available on the Town's website.

The Town of Springdale is an equal opportunity employer and an alcohol and drug-free work place. The successful applicant will be required to submit to pre-hire drug testing and physical, and be a rated qualified driver after review of applicant's MVR per town policies.

GENERAL PURPOSE

Performs a variety of **entry-to-mid level professional, general administrative and complex clerical duties** needed to expedite the day-to-day processes, procedures and projects of the Community Development Department. Assists the Director of Community Development in the planning, organizing and coordinating town-wide community and economic development operations and initiatives.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of Director of Community Development.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Projects & Operations:

Assists members of the community, business owners, developers and other interested parties in understanding and complying with the Town's land use regulations; responds to request for information from the public regarding Town land use standards and zoning ordinances.

Responsible for the management and organization of building plans, planning documents, and other department records in the Town archives.

Manages the internal review process for applications for new development, coordinating with the public works department, building department, fire marshal, and town engineer.

Coordinates the issuance of building permits with the building inspector and Director of Community Development.

Assists applicants with the land use application process, follows up on applications in process, answers questions regarding the application process, ensures applicants understand the process.

Ensures payments for land use permits are coordinated with finance department staff, provides communication between community development department and front office staff to ensure administrative issues associated with permits and certificates of occupancy are coordinated.

Maintains communication with county and state agencies such as the Washington County Assessor's office, Hurricane Valley Fire Protection District, Southwest Utah Public Health Department, and Utah State Construction Registry to keep these agencies informed about building permits and other development issues in Springdale.

Manages the community development department's internal project tracking sheet and performs other similar project management tasks.

Code Compliance: Coordinates with the Code Enforcement Officer and Director of Community Development to administer the Town's civil code violation appeal process. Maintains a record of civil citations issued, coordinates appeal hearing with the administrative hearing officer. Sends notices and correspondence to all parties involved in appeal of civil citations.

Office Maintenance & Records: Maintains physical aspects of the office, including records management and organization; performs or coordinates custodial care and upkeep; organizes and maintains paper files, spreadsheets, and databases; primarily responsible for the organization and management of archived building plans and other planning-related documents.

Special Events: May assist in planning, organizing, and executing special town events.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. High school diploma or GED required, with preference of an Associate's Degree or equivalent with coursework in communication, public administration, planning, geography, or similar fields.;
 - AND
 - B. Minimum four years professional experience in an office setting performing administrative and clerical tasks, managing files, facilitating internal processes, and communicating with the public.
 - OR
 - C. An equivalent combination of education and experience.

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2. Knowledge, Skills and Abilities:

Some knowledge of research and statistical analysis and the evaluation of research data; land use, zoning, federal, state, and local laws; planning and zoning law, theory and application; local government structure and operations, including the budgetary procedures and fiscal management; research methodology, statistical analysis and evaluation of research data; interpersonal communication skills; creative problem solving processes and facilitation skills; the interrelationships between various types of local governments and agencies; .

Some Skill in the art of diplomacy and cooperative problem solving.

Ability to multi-task the logistics of various projects or issues simultaneously to prioritize workflow and meet deadlines; interpret codes accurately and effectively; enforce regulations with fairness, tact, and impartiality; communicate effectively verbally and in writing; perform comprehensive research studies; prepare and present technical reports; perform advanced mathematical calculations; develop and maintain effective working relationships with elected officials and the public.

3. Special Qualifications:

None.

4. Work Environment:

Tasks require a variety of physical activities not generally involving muscular strain. Physical demands may occur in activities related to walking, standing, stooping, sitting, reaching, etc. Talking, hearing and seeing required in the daily performance of job duties. Mental application utilizes memory for details, emotional stability and discriminating thinking and creative problem solving. Periodic local travel required in course of performing portions of job functions.

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)