

Planner II

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| **Department:** | Community Development | **Job Code/Grade(s):** | 472 /  |
| **FLSA Status:** | Exempt | **Reports To:** | Community Development Director |
| **Approved Date:** |  | **Last Revised:** | 8/13/2025 |
| **Supervisory Responsibilities** | [ ] None[x] Trains and Assigns Work[ ] Supervises and Evaluates Employees[ ] Hires, Fires and manages others including supervisors |

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| **JOB SUMMARY** |

Performs professional and responsible administrative work in conducting major activities, special projects, or programs in planning and zoning. Drafts new ordinances or revisions to existing county code, primarily focusing on updates to the Tooele County Land use Ordinance. May serve as lead worker over subordinate professional, technical, and/or clerical personnel. Acts as the County zoning administrator.

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| **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES** | To be effective, an individual must be able to perform each job duty successfully |

* Analyzes and reviews existing county codes to establish priorities in drafting new ordinances or implementing revisions to existing county code. Manages the approval process for any proposed amendments to the Tooele County Land Use Ordinance or other county codes as necessary.
* Performs field inspections to ensure compliance with zoning, business license and nuisance ordinances; coordinates efforts with other regulatory and enforcement agencies; uses rules of evidence and document on paper, picture and video all violations and issues investigation reports/notice of violations and citations according to established procedures; gives testimony in court to support action taken by the county or to defend county position.
* Oversees the handling of applications received for long- and short-term planning efforts such as conditional use permits, occupancy permits, major subdivisions, rezoning, general plan amendments, etc.
* Provides prompt and courteous responses to the public related to planning and zoning inquiries.
* Applies a comprehensive knowledge of the various principles and practices of urban, rural and regional planning and design, including an understanding of the fundamentals of economics, local government finance, sociology, engineering, and construction; thorough knowledge of the zoning ordinance, subdivision ordinance, county code, and state codes and regulations pertaining to planning and zoning; ability to organize, and carry out complex research projects and present the results effectively in oral, written, and graphic form; provides information related to the determination of policy and interpretation of ordinances to the public, county interoffice and other governmental agencies.
* Oversees data collection and analysis for reports and studies, conducts field inspections, and prepares zoning amendments.
* Attends planning commission and county council meetings, and provides information to the public on planning, zoning, and subdivision matters.
* Assists with updates to segments of the general plan, and performs special studies into land use, zoning, transportation, as well as other areas.
* Makes administrative determinations on zoning issues.
* Researches and assists in the writing of grants for the functions of Tooele County government at the request of department heads or the County Commission. Assists with the presentations of grant submissions to philanthropic and governmental organizations.
* May review and assist in the selection process of awarding contracts to consultants with specific experience in making updates to the General Plan.
* Assists consultants with public engagement on an as needed basis.
* Performs other related duties as assigned.

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| **QUALIFICATIONS** | To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Thorough knowledge of… Considerable skill in… and Ability to… |

* Possesses the ability to organize and prepare work under general guidance and direction.
* Ability to work under pressure caused by strict schedules and deadlines.
* Has the ability to maintain effective working relationship with county officials, architects, developers and contractors, consultants, other agencies, and the general public.
* Interprets codes, ordinances, statutes, agency regulations and procedures, resolutions, deeds and contracts; organizes and conducts meetings, pubic speaking, presentations and workshops.
* Makes staff reports on subdivision applications to the planning commission and County Council.
* Performs training to commissions and boards, technical, administrative and clerical staff.
* Must have advanced understanding and ability to perform advanced functions on all modern computer programs including but not limited to Word, Excel, PowerPoint, Outlook, search engines on internet browsers, as well as the ability to learn current application reviewing software utilized by the County.
* The ability to learn and function with varied programs related to urban development, state and local ordinances and County processes.

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| **EDUCATION AND EXPERIENCE (or COMBINATION)** |

* Graduation from college with a bachelor degree in rural or urban planning or similar; and
* American Institute of Certified Planners (AICP) certification as a professional planner preferred.
* 2 years of responsible and satisfactory experience performing as a Planner I or equivalent.
* Must possess a valid Utah motor vehicle driver’s license. Must possess and maintain a clean Utah driver’s license with no DUI’s/ARR’s in the past five (5) years and no more than two (2) moving violations within the past 24 months.

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| **WORK ENVIRONMENT** | The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. |

* Work is performed in a controlled environment. The noise level in the work environment is usually quiet.
* Some work is performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather; and, work may expose incumbent to possible bodily injury when conducting field work.

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| **PHYSICAL REQUIREMENTS** | The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. |

* The employee is frequently required to sit, talk and hear. The employee is occasionally required to stand, walk, use hands, reach with hands and arms, climb or balance, stoop or kneel. Hand dexterity is required for computer use.
* Incumbent makes mental applications utilizing memory for details, verbal instruction, and guided problem solving. Often involves stressful situations involving customer relations, public relations and high-pressure conflicts.
* There may be limited travel.
* The employee may be required to exert light physical effort, including frequent lifting of up to ten pounds and occasional lifting of up to 25 pounds.

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| **STANDARD PERFORMANCE EXPECTATIONS** |

* Thoroughness, planning and organization, neatness and accuracy.
* Learning and knowing all phases of the job; recognizing and solving routine problems; knowing the office policies, systems and services.
* Compared to other employees, maintaining a competent volume of work in addition to regular tasks, and also a competent speed of work.
* Being able to perform new duties, adjust to new situations, and control of self under pressure.
* Being resourceful; volunteering suggestions for improvement of work; being self-starting; seeking new tasks; taking responsibility.
* Making decisions; studying and considering all facts; using common sense.
* Cooperating with supervisors and peers; accepting constructive criticism; seeking self-betterment through education and other means.
* Being friendly, helpful and showing self-control.
* Being punctual in attendance.
* Being professional in dress and manner; showing good housekeeping of the general work area.

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| **APPROVED** |

This \_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_.

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DEPARTMENT DIRECTOR HUMAN RESOURCE DIRECTOR COUNTY MANAGER

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| **ACKNOWLEDGEMENT** |

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| I have read and understand the essential job tasks and my responsibilities as outlined above. I understand that this document does not create an employment contract, implied or otherwise, other than an “at-will” employment relationship.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature |

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