



Cottonwood Heights

Job Description

Title:	Senior Planner	Code: Non-Exempt
Division:	Administration	Effective Date: 01/25
Department:	Community & Economic Development	Last Revised: 01/25

GENERAL PURPOSE

Performs a variety of **working level professional and technical duties** related to managing and implementing current and long-range planning directives of the city and facilitating the development and implementation of land use and other community development-related local plans and policies.

SUPERVISION RECEIVED

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

SUPERVISION EXERCISED

Serves as acting Community and Economic Development Director in his or her absence.

Assists with the Management of Student Interns, as applicable. This position will assist with managing the daily activities for the planning, economic development and GIS interns. Assigns work to interns and ensures appropriate training is provided.

ESSENTIAL FUNCTIONS

- Performs a full range of professional city planning functions of moderate to complex difficulty with minimal supervision. This position is responsible for ordinance and policy development and special projects of significant complexity, including the ongoing management and oversight of such projects. The Senior Planner works under the direction of the Economic and Community Development Director. Work is reviewed at key stages or when unusual circumstances arise to ensure compliance and consistency to policies and ordinances. The senior planner position is expected to function independently to manage and carry out assignments.
- Supports the CED Director by providing day-to-day project management and leadership and working with CED staff to ensure a high-performance public service-oriented work environment that supports achieving the Community and Economic Development department's and the City's goals.
- Identifies and conducts research on issues, policies, and concepts pertaining to planning, zoning, and community development; presents findings to the Planning Commission, Administrative Hearing, Appeals Hearing Officer, Architectural Review Commission, Parks, Trails, & Open Space Committee, and City Council; prepares written reports as required relative to the above duties; prepares proposals, as assigned, for amendments to zoning ordinance or policy governing local planning, zoning, and development.
- Facilitates and coordinates regularly scheduled Planning Commission, Appeals Hearing Officer, Architectural Review Commission and Administrative Hearing meetings; prepares, publishes, and distributes notices, agendas, staff reports, etc. and gives oral/audio visual reports/presentations to these boards; assists City Recorder in issuing proper notices as prescribed by statute and ordinance for public notification and education; meets with the general public to discuss planning, zoning, and development issues; assists the public to define concerns and presents public questions to management as needed; follows up with public to apprise of City policy and decisions.
- Reviews land use applications for zoning compliance, and manages the review process and assignments for each land use application received, from pre-application process through final approval; prepares proper documentation for review at various stages of the approval process, i.e., planning commission, City Council, or the general public; documents actions taken and records various proceedings; prepares planning commission packets and attends regular meetings to present and

discuss land use applications and issues. Reviews internal review procedures/timelines to ensure all plan review requirements and timelines are satisfied.

- Supports Associate Planner / Sustainability Analyst in sustainability initiatives; including incorporating sustainability best practices into city master plans, ordinances, and policies; researches sustainability principles and promotes sustainable measures.
- Manages and coordinates the bonding process between developers and the all applicable city departments 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;; develops, monitors, and maintains bond process records.
- Assists the Community & Economic Development Director in identifying long-range community development projects, policies, and initiatives that should be pursued to benefit the city and/or implement master plan recommendations; presents findings and recommendations to City Council as needed.
- Coordinates the public participation process; meets with the general public to discuss planning, zoning, and development issues; assists the public to define concerns and presents public questions to management;; follows up with public to apprise of City policy and decisions; assists City Recorder in preparation of meeting agenda as required; publishes notice of meeting via local newspaper and posts notices as required and maintains files as required.
- Assists in providing information for GRAMA requests as assigned; assists in the management and processing of third-party geotechnical and geologic reviews and payments, including tracking and invoicing of outstanding review and permit expenses owed to the city.
- 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 with identification, management, and conducting feasibility studies; prepares a variety of reports related to project progress; reviews and updates ordinances affecting planning, zoning, economic development, traffic, development and related departmental areas; assists in coordination of projects with other departments or governmental agencies; prepares a variety of studies, staff reports and related information for decision-making purposes; prepares statistical reports and recommendations for drafting or revising local legislation and plans, projecting trends, monitoring socio-economic data, etc; represents the city in regional opportunities with agencies such as Wasatch Front Regional Council, UDOT, UTA, etc.; monitors State and Federal legislation and analyzes local impacts of potential legislation; identifies and manages grant opportunities available to the city for the benefit of community development projects.
- Participates in long-range planning activities; assists in the development and implementation of growth management, land use, economic development, utility, housing, transportation, facilities, solid waste or other plans and codes to meet the city's needs and any inter-governmental agreements or requirements; updates code amendments, economic development plan and design standards.
- Conducts field inspections of developments as needed to further verify compliance with approved plans and bonding requirements;; collaborates with the code enforcement division for enforcement activities, as needed,
- Advises ordinance enforcement officers on zoning questions.
- Assists the Community & Economic Development Department in the planning and operation of various city events and town hall meetings, as directed.
- Maintains a current database of information regarding all active land use applications.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

1. **Education and Experience:**

Bachelor's Degree from a regionally accredited college or university in urban or regional planning, geography, landscape architecture, public administration or a closely related field; and Five (5) years of progressively responsible experience in municipal planning/community development, including one year of project management experience;

2. Working knowledge of legal system and procedures affecting planning, zoning and related operations of the City; principles and practices related to local government planning and zoning, economics, architecture and construction methodologies; sociology and community organization as applied to urban planning; land use law, theory and application; zoning laws and comprehensive plans including their formation, process of adoption, and enforcement; the relationship between factors affecting urban planning policy, such as economic, political, sociological, legal, etc.; local government structure and operations; research methodology, 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 contacts with governmental agencies, community groups, various business, professional and regulatory organizations and with property owners, developers and the public. Land use, zoning, federal, state, and local laws; interpersonal communication skills; personal Computers and GIS applications; various software applications including MS Office, Adobe Creative Suite, Word, Caselle, etc.

3. Skill in the art of diplomacy and cooperative problem solving; drafting and designing; use of various types of office and technical equipment, i.e., computer, digital camera, measuring wheel, tape measure, printer, drafting scales, plotter, fax, copy machine, etc.

4. Ability to develop and conduct standard studies and projects related to planning and community development in a municipal setting; interpreting, applying and explaining laws, codes, regulations, policies and procedures; effectively representing the department and the City in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations and individuals; interpret codes accurately and effectively; enforce regulations with fairness, tact, and impartiality; communicate effectively verbally and in writing; prepare and present technical reports; operate personal computer and various applications (i.e., GIS, AutoCAD); performs advanced mathematical calculations; develop and maintain effective working relationships with elected officials, federal agencies, state agencies, local governments, subordinates, and the public.

5. **Special Qualifications:**

- Valid state of Utah driver's license
- AICP Certification – desirable but not required

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 travel required in course of performing portions of job functions. Frequent local area travel required in the normal course of performing job duties.

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.

DEPARTMENT HEAD APPROVED: _____ DATE: 1/21/2025

HUMAN RESOURCES DEPT. APPROVED: Barbara Higgins DATE: 01/21/25

I _____ have reviewed the above job description. Date: _____
(employee)