



NOTICE OF JOB OPENING

Assistant Planner/Code Enforcement

Planning Department

Posting Date: September 12, 2024
Department: Planning
Reports to: Planning & Economic Development Director
Salary Range: Expected Starting Salary: N-10 \$24.68 - \$27.20 per hour DOQ
Salary Range: \$24.68 - \$36.42 per hour
Position Type: Full-Time, Monday-Thursday 7AM-6PM
How to Apply: Applications available at bountifulutah.gov
(City Application REQUIRED)
Send to: Human Resources, 795 South Main Street, Bountiful, UT 84010
Email: jobs@bountiful.gov

Deadline to Apply: 5:00 p.m., Thursday, September 26, 2024

Overview:

Under general supervision of the Planning Director, the Assistant Planner oversees code enforcement for the City. Reviews a variety of current planning projects for conformance with City Code and programs, to facilitate the orderly, integrated growth of the City. This position includes excellent opportunities to gain experience in a variety of Planning initiatives and projects.

Essential Job Functions:

Coordinates code enforcement responsibilities (i.e. complaint intake, code research, inspections, case management) and diligently works with the public, the City Prosecutor, and other City staff to ensure compliance of applicable codes.

Reviews residential and basic commercial building permits, and signs applications to ensure compliance with the City's land use code.

Acts as the project manager in reviewing conditional use permits, short-term rentals, accessory dwelling units, lot line adjustments, minor subdivisions, legal nonconforming status determinations, and variances.

Prepares staff reports and presents recommendations at Administrative Committee meetings and, on occasion, at Planning Commission and City Council meetings.

Acts as the primary contact for the public for zoning/land use questions in person, over the phone, and over email.

Provides assistance and support on planning matters by conducting field studies, investigations, and surveys to collect original research data; Gathering, assessing, and analyzing statistical data; Designing and drafting graphs, charts, maps, and other illustrative material.

Other duties and responsibilities as assigned.

Knowledge, Skills, and Abilities:

Knowledge and experience in customer service or dealing with the public in a professional environment.

Knowledge of the principles and practices of planning.

Knowledge of principles and practices of research and data collection.

Statistical, algebraic, or geometric knowledge and ability to apply such knowledge in practical situations.

Knowledge of computer programs and applications, which may include Microsoft Office, Internet applications, and database management.

Oral communication and interpersonal skills to explain rules and procedures clearly to the public.

Ability to work on several projects or issues simultaneously.

Ability to attend to details while keeping big-picture goals in mind.

Effective written and verbal communication skills.

Qualifications:

Must have a Bachelor's Degree in Planning or closely related field.

Minimum of one (1) year of experience working in municipal, private planning, or design

Must have a valid Utah Driver License.

Successfully pass a background check, a driving record check, and a pre-employment drug test.