

# South Jordan City

## Job Description

**Title:** Planner III  
**Org:** 100400  
**Pay Grade:** GH19

**Effective Date:** 4/1/2025  
**FLSA:** Non-Exempt  
**Workers Comp:** Clerical

### GENERAL PURPOSE

Perform a variety of complex working level professional and technical duties related to implementing department work plans and programs and monitoring community compliance with established planning, zoning, and development ordinances.

### SUPERVISOR

City Planner

### POSITION(S) SUPERVISED

None

### ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's supervisor.

Job attendance is required, except for authorized leave. Some, 40% or less of the essential job duties may be performed regularly from a remote location upon authorization.

Assist in negotiating and/or arbitrating solutions for complex development projects with citizen groups, developers, property owners, and city officials; provide professional advice to city council, planning commission, board of adjustments and related advisory planning boards.

Conduct studies and research on complex to advanced issues, policies and concepts pertaining to planning, zoning and community development and present findings to Planning Commission, Board of Adjustment and/or City Council.

Assume responsibility for the division in the absence of the City Planner and Director of Community Development.

Prepare proposals in draft form to update ordinances affecting planning, zoning, signing, traffic, development and related departmental areas; assist in coordination of projects with other departments or governmental agencies.

Prepare and update various land use and planning maps; operate computer to generate computerized maps; utilize computer to conduct various research and solve planning problems; assist in maintaining effective software.

Meet with the general public to discuss planning, zoning, and development issues; assist the public to define concerns and presents public questions to management; follow up with public to apprise of city policy and decisions.

Review commercial and residential building permits, plans, and specifications to assure compliance with city zoning ordinances within time guidelines set by the department; provide signature approval for compliance, deny issuance of permits for non-compliance; cooperate with builders and developers and assist by identifying actions needed to secure compliance.

Independently review and process complex and advanced planning application submittals; perform private development and capital project reviews to assure compliance with standards.

Conduct field inspections of completed commercial development to verify compliance; issue signature approval for final certificates of occupancy; initiate sanctions for non-compliance.

Participate in project review meetings with various city departments and developer representatives, identify problem areas related to zoning, and negotiate options for compliance; prepare staff input for Planning Commission meetings and Board of Adjustment; administer issuance of sign permits and manage citywide inventory of signs.

May be required to fill in as a functional supervisor.

Perform other duties as assigned.

### MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Bachelor's Degree from a regionally accredited college or university with major course work in urban planning, geography, public administration, or related field;

AND

B. Four (4) years' experience in planning or related field with one (1) of those years as a Planner II;

2. Special Qualifications:

Valid Utah Class D Driver License.

American Institute of Certified Planners (AICP) certification

3. Knowledge, Skills, and Abilities:

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, sociology and community organization as applied to urban planning; planning and zoning and subdivision law, theory and application; the relationship between factors affecting urban planning policy, such as economic, political, sociological, legal, etc.; local government structure and operations, including the budgetary procedures and fiscal management; research methodology, statistical analysis and evaluation of research data; land use, zoning, federal, state, and local laws; interpersonal communication skills.

Demonstrated ability to work interdependently with initiative and reliability in a team environment; mentoring and serving as a resource to other staff.

Ability to operate a personal computer and Microsoft products.

Ability to work with the public and city staff in a busy and often stressful environment with a professional and positive approach; skill in the art of diplomacy and cooperative problem solving.

Ability to interpret codes accurately and effectively; enforce regulations with fairness, tact, and impartiality; communicate effectively verbally and in writing; prepare and present technical reports; performs advanced mathematical calculations; develop and maintain effective working relationships with elected officials, federal agencies, state agencies, local governments, subordinates, and the public.

Ability to glean relevant information and inform personnel and the public regarding City ordinances and procedures; perform detailed phone conversations with citizens and business owners; contacts with other departments, furnishing and obtaining information; frequent contacts with executives on matters requiring detailed explanations and instructions.

Ability to apply general principles and ordinances effectively; establish goals and priorities; communicate verbally and in writing; work effectively with City employees and the public; creative design and

implementation of various City policies and programs; creative solutions to complex development problems.

Ability to supervise others.

Ability to negotiate and/or arbitrate solutions for a variety of development projects with citizens groups, developers, property owners, and City Officials.

Track record of effectively reviewing the design of complicated projects.

4. Working Conditions:

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 and reaching. Continuous talking, hearing and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, critical thinking and creative problem solving. Frequent local travel required in normal course of job performance.

Regularly required to work evening hours to attend, conduct, or present planning information or recommendations to citizen groups, boards, commissions or councils.

*The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.*

*Human Resources Use Only*

<b>Job Class:</b>	<b>Planner</b>	<b>EEO-4 Class:</b>	<b>Tech</b>
<b>Location:</b>	<b>Planning</b>	<b>EEOP Class:</b>	<b>Tech</b>
<b>Group/BU:</b>	<b>General Pay Plan</b>	<b>Tech-Net Match:</b>	