

LIST OF CURRENT JOB OPENINGS IN WEBER COUNTY CORP. PLEASE DISTRIBUTE TO  
PERSONS IN YOUR AGENCY CONCERNED WITH JOB RECRUITMENT

<u>JOB TITLE</u>	<u>SALARY</u>	<u>JOB CODE</u>	<u>EFF. DATE</u>
PLANNING DIVISION DIRECTOR	\$78,000 + DOQ	EXEMPT	9-2015

**WEBER COUNTY PLANNING DIVISION DIRECTOR  
(FULL-TIME WITH BENEFITS)**

**JOB SUMMARY**

Under broad policy guidance and direction of the Weber County Commission and Community and Economic Development Director, the Planning Director performs administrative work. Duties include development and administration of land use regulations, review and coordination of all development proposals, development of current and long-range planning, and planning permit processing. This work requires the application of well-developed written and analytical skills in urban design, land use, transportation, economic development, and other subjects related to planning. Work is performed under deadlines. The Planning Director is required to perform administrative work including planning, organizing, coordinating, and supervising the activities of the Weber County Planning Commissions, Weber County Board of Adjustment, and other legislative and appointed bodies and commissions. The Planning Director is involved in interpersonal situations requiring advanced negotiation and communication skills in dealing with other professionals, citizens, and elected officials. Frequent presentations before community groups, planning commissions, other boards, and the County Commission require excellent oral and written communication skills and the ability to present technical information in such situations. This position has the direct responsibility of assisting in the formation and implementation of policy. This position requires the ability to make independent decisions without direct supervision. The Planning Director manages and evaluates the performance of other employees within the Planning Division.

**RELATIONSHIPS**

The Planning Director reports to the Community and Economic Development Department Director. The Planning Director is chief staff administrator of the Weber County Planning Commissions, Weber County Board of Adjustment, Weber Area Council of Governments, and other boards and commissions as assigned.

**MAJOR DUTIES**

(Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class.)

- Develops and administers a County land use planning program; develops and recommends plans for guiding the physical growth and development of unincorporated County areas.
- Establishes guidelines for land use, transportation, housing, parks and recreation, environmental preservation, natural resources, utilities, and governmental services.
- Implements, administers, and enforces subdivision regulations, zoning, flood plain, excavation, hillside development, and other ordinances; provides technical direction in subdivision design, and zoning theory and application to guide development proposals in conformity with correct planning principles.
- Directs research and program studies as requested by the County Commission, planning commissions, or under contract with state and federal agencies.
- Coordinates efforts with the public, development groups, county, state, and other public agencies.
- Administers the activities of and provides technical support to the Weber Area Council of Governments, Weber County Planning Commissions, Weber County Board of Adjustment, and other boards and commissions.
- Coordinates efforts with other County divisions and departments.
- Administers the County's general plans and elements of the plans including the moderate income housing plan.
- Prepares and administers budgets, work programs, and employee evaluations.

- Directs staff activities in preparing and continually updating G.I.S. base and zoning maps of the unincorporated area of the County for use by planning, engineering, developers, local government agencies, and the public.
- Performs other administrative and functional duties as required.

### **MINIMUM QUALIFICATIONS**

1. **Required education, training, and experience:**

**Education**

Bachelor's degree from an accredited college or university in city, regional, or environmental planning, geography, public administration, or a closely related field. A master's degree in the aforementioned fields is desirable.

AND

**Experience**

Six years of increasingly responsible experience in a planning agency; three of which must have been in a supervisory capacity.

OR

Any equivalent combination of education and experience.

2. **Required knowledge, skills, and abilities:**

**Knowledge**

- Thorough knowledge of the principles and practices of city (urban) and county (rural) planning.
- Thorough knowledge of planning, zoning, and subdivision laws, both in theory and application.
- Working knowledge of research methodology and statistics.
- Thorough knowledge of local government structure and operation.
- Working knowledge of the principles and practices of public administration.
- Thorough knowledge of the practices and principles of effective management.
- Working knowledge of budgetary and fiscal management systems.
- Working knowledge of legislative processes and community agencies.
- Working knowledge of County policies and procedures; considerable knowledge of the principles of administration, organization, and methods of control.

**Skills**

- Skill in the use of analytical, computer, and office equipment.
- Skill in written and verbal communication.
- Skill in negotiation.
- Skill in public relations and public speaking.
- Skill in personnel management.
- Skill in process evaluation and implementation.
- Skill in data collection and analysis.

**Abilities**

- Ability to determine policies and implement programs.
- Ability to organize and direct the work of subordinates.
- Ability to communicate effectively verbally and in writing.
- Ability to follow written procedures and instructions.
- Ability to establish and maintain effective and positive working relationships with employees, other departments, agencies, boards, commissions, and the general public.

### **SPECIAL REQUIREMENTS**

- Valid Utah driver's license and a good driving record.
- AICP certification is desirable.

### **TOOLS AND EQUIPMENT USED**

Automobile, personal computer (including word processing and spreadsheet software), calculator; copy and fax machine, phone, other general office equipment.

### **PHYSICAL DEMANDS**

The physical demands 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. While performing the duties of this job, the employee is frequently required to walk, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **MENTAL DEMAND**

While performing the duties of this class, employees are regularly required to use written and oral communication skills, read and interpret data, information and documents, analyze and solve complex problems, use math and mathematical reasoning, perform highly detailed work under changing intensive deadlines on multiple concurrent tasks, work with constant interruption, and interact with officials and the public.

### **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. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles. The noise level in the work environment is usually quiet in the office and moderate in the field.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This position is an “exempt” position and serves at the pleasure of the County Commission.

Position closes Friday, September 25<sup>th</sup> at 5:00 PM

Applications must be submitted to:

Weber County H.R., 2380 Washington Blvd., Suite 340, Ogden, Utah 84401

**EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - DRUG & BACKGROUND TESTING REQUIRED**