



## CITY OF SANDY JOB DESCRIPTION

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**POSITION TITLE:** Associate Planner  
**DEPARTMENT:** Development Services  
**FLSA STATUS:** Non-Exempt  
**SALARY GRADE:** F  
**REPRESENTATION:** None

### **GENERAL POSITION SUMMARY:**

This position performs work in city planning, including current and long-range planning, developing land use ordinances and comprehensive plans, review of development proposals, and implementation of land use and related policies and procedures. Responsibilities involve office work as well as field work.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Interprets and applies applicable state and city codes, ordinances and regulations.
- Compile and analyze data and formulate reports and/or studies for long range planning projects.
- Assists in the research and report preparation of comprehensive land use matters, which includes, but is not limited to, the analysis of population characteristics, land use inventories, minor Comprehensive Plan and ordinance revisions.
- Conducts review of various development applications, which includes, but is not limited to, design reviews, conditional use permits, variances, partitions, subdivisions, annexations and zone changes.
- Writes, or assists in writing, a variety of ordinances and regulations relating to development controls.
- Evaluates land use applications for compliance with applicable local, state, and Federal laws.
- Prepare project work programs and methodology, conduct research, gather and analyze data and develop written reports on assigned projects.
- Prepares staff reports and gives oral presentations to boards, commissions, and the City Council pertaining to applications for various community development projects.
- Provides staff support to the Planning Commission and various other commissions and committees as needed and assigned.
- Respond to citizen inquiries regarding zoning, system development charges, land use and planning requirements, fees and other planning programs areas. Conduct field inspections as necessary.
- Stay abreast of new trends and innovations in the field of urban planning.
- Assists in the coordination of planning activities with other departments, divisions, and outside agencies and organizations as needed and assigned.

- Establishes and maintains positive working relations with coworkers, citizens, and the general public.
- Performs other duties as assigned.

**JOB SPECIFICATIONS:**

**Mandatory Requirements:**

Bachelor's degree from an accredited college or university with major course work in planning, public administration, or a related field. Master's degree preferred. Minimum of two years experience in the planning profession. Equivalent combination of education and experience may be considered.

**Necessary Knowledge, Skills and Abilities:**

- Knowledge of land use and planning laws, regulations, practices and procedures.
- Knowledge of one or more planning disciplines, such as urban design, affordable housing, economic development or land use.
- Knowledge of principles, methodology, research and data collection.
- Knowledge of effective writing techniques.
- Knowledge of computer hardware & software programs, which may include but is not limited to: Microsoft Office, Microsoft Excel, Microsoft PowerPoint, and Geographic Information System (GIS).
- Ability to communicate effectively orally and in writing.
- Oral communication and interpersonal skills to present research findings to elected/appointed officials and/or others responsible for decision making.
- Creative problem-solving skills to gather relevant information to solve less well-defined practical problems.
- Ability to work on several projects or issues simultaneously.
- Ability to work independently or in a team environment as needed.

**Special Requirements/Licenses**

- Possession of, or required to obtain a valid driver's license within thirty (30) days of hire.
- Must be able to pass the department's security clearance standards, including reference check, criminal history check and satisfactory driving record.

**SUPERVISION RECEIVED:**

Works under the direct supervision of the Development Services Director who holds the employee accountable for achieving the Council goals and objectives and job responsibilities in this job description.

**SUPERVISORY RESPONSIBILITIES:**

None

**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 job functions.

- Required to walk up and down stairs or sit long periods of time and must have the hearing and speaking ability to carry on conversations in one-on-one and small group settings.
- Must have sufficient hand eye coordination to operate common business and media equipment.
- Occasionally lift and/or move up to 50 pounds. Reaching, bending, stretching and handling objects as required to file.
- Specific vision abilities required by this job include; close vision, distance vision, depth perception, and the ability to adjust focus.

**TOOLS AND EQUIPMENT USED:**

General office computer/equipment including, but not limited to, keyboard, spreadsheet, and databases; motor vehicle; computer software, document scanning program, copier, calculator, and telephone.

**WORK ENVIORNMENT:**

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.

- Works in an office environment under usual office working conditions. The noise level in the work area is typical of most office environments, with telephones, personal interruptions, and background noises.
- Work is performed in numerous meeting settings in offices, conference rooms, and public spaces.
- Occasionally exposed to wet and/or humid conditions, or airborne particles.
- Some outdoor work involves conducting field inspections on uneven ground or in various buildings and construction sites.
- Work duties sometimes require evening hours.

*This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related or logical assignment to the position.*



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**Kelly O’Neill Jr.**

*Development Services Director*

Adopted: 06/30/2008

Revised: 03/10/2017, 10/20/2017, 10/20/2019, 08/2020

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

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**Employee**

**Date**