

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

**GENERAL POSITION SUMMARY:**

This position requires advanced professional planning experience. This position often leads or is significantly involved with larger, more complex planning projects, especially more complex land use applications. The Planning Division lead in the absence of the Development Services Director. The Senior Planner may also be required to coordinate volunteer groups or staffing of officially appointed groups.

**ESSENTIAL JOB FUNCTIONS:**

- Performs advanced professional work related to a variety of planning assignments.
- Interprets and applies applicable state and city codes, ordinances, and regulations.
- Compiles and analyzes data and formulates 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, Comprehensive Plan and ordinance revisions.
- Conducts review of various development applications, which includes, but is not limited to, design reviews, conditional use permits, variances, adjustments, 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. May be the project lead on implementation of house and senate bills.
- 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.
- Assists in the coordination of planning activities with other departments, divisions, and outside agencies and organizations as needed and assigned.
- Responds to citizen inquiries regarding zoning, land use and planning requirements, fees, and other planning program areas. Conducts field inspections as necessary.
- Updates a variety of maps. Prepares graphics and maps for a variety of reports, plans, grant applications, publications, and meetings.
- Provides technical advice to administrative staff, as needed.

- Maintains contact with other cities, counties, regional, and state government organizations for coordinating planning and community development tasks.
- Stays abreast of new trends and innovations in the field of urban planning.
- Establishes and maintains positive working relations with coworkers, citizens, builders, developers, and the general public.
- Performs other duties as assigned.

**JOB SPECIFICATIONS:**

**Mandatory Requirements:**

Master's degree from an accredited college or university with major course work in planning, public administration, or closely related field and four year of professional planning experience. A Bachelor's degree with six to eight years of experience may be substituted for a Master's degree.

- Advanced knowledge of the philosophies, principals, practices, and techniques of planning.
- Advanced knowledge of one or more planning disciplines, such as urban design, needed housing, economic development, or land use.
- Knowledge and experience in construction processes.
- Knowledge of principles, methodology, practices, or research and data collection.
- Knowledge of effective writing techniques.

**Necessary Knowledge, Skills and Abilities:**

- Excellent oral and written communication skills for preparing and presenting planning reports and projects.
- Group facilitation skills for use with community workshops.
- Ability to work on several projects or issues simultaneously.
- Ability to manage projects effectively and meet firm deadlines.
- Advanced knowledge of computer hardware and software programs, which may include but is not limited to Microsoft Office, Excel and PowerPoint, and Geographic Information System (GIS).

**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:**

Is the Planning Division lead in the absence of the Development Services Director.

**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 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.

- 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.



**CITY OF SANDY  
JOB DESCRIPTION**

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*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.*

**Kelly O’Neill Jr.**

*Development Services Director*

Adopted: 05/09/2015

Revised: 04/12/2016, 06/15/2017, 10/2019, 8/2020, 10/2022, 6/2023

*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**