



JOB OPENING

FULL TIME CITY PLANNER POSITION

Job Description

Kamas City is seeking a full time City Planner. The City Planner will be responsible for aiding in all aspects of Planning, Zoning and Enforcement of City Codes.

Essential Job Functions

- Provides staff support to elected and appointed officials, e.g., City Council, Planning Commission, and others, in matters relating to planning and development.
- Under general direction, prepares staff reports, projects, and meeting agenda for the Planning Commission. Provides research and suggestions to the Planning Commission and the City Council on planning matters.
- Review and update the General Plan and Development Code as needed.
- Work with Developers on all land use applications such as subdivisions, annexations, and commercial development.
- Interprets the City's development related ordinances and policies in the review of development applications and in response to inquiries from the general public.
- Will assist with the processing of building permits, sign permits, film permits, special event permits, zoning changes, and business licenses as per City Code, code enforcement, approve Special Events, grants, assist Office Staff as needed, and other duties as assigned.
- Inspects development projects for compliance with approved plans and zoning requirements.
- Conducts inspections on conditional use permits granted by the Planning Commission to ascertain continued compliance to the conditions imposed.
- Explains zoning code to applicants and the public. Meets with applicants and the public to assist in application submittals.
- Prepares and mails neighbor letters to notify of public hearings or meetings.
- Attend evening meetings as required and assigned.
- Assists in the preparation of ordinance amendments and long-range plans, including coordination with consultants and committees.
- Job attendance is required, except for authorized leave.

- Meet performance standards established with the employee's manager.
- Performs other related duties and responsibilities as assigned.

Qualifications

A Bachelor's degree from an accredited institution in Planning, or certification is preferred. Experience in local government preferred. Intermediate skills in Word and Excel. Pay \$22.00 - \$27.00 per hour dependent on experience. Full time, work up to 32 hours per week plus meetings. Benefits include Health and Dental, paid sick, vacation, and holidays. Must live within the Kamas Valley or within 30 miles of the Kamas Valley. Applications will be accepted until 5:00 p.m. on June 1, 2021.

Please submit completed application, resume and cover letter to Kamas City Hall 170 North Main St., Kamas, UT 84036. Applications are available at Kamas City Hall 170 North Main St., Kamas, Utah 84036, Monday - Thursday between the hours of 9:00 AM to 5:00 PM, or online at www.kamascityut.gov

Kamas City is an equal opportunity employer