



## Salt Lake County Job Description

### Planning Supervisor

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**DEPARTMENT:** Public Works

**DIVISION:** Planning & Development Services/405000000

**JOB CODE:** 267 **GRADE:** 031

**FLSA STATUS:** Exempt

**SAFETY SENSITIVE:** No

**EFFECTIVE DATE:** 04/01/2014

#### **JOB SUMMARY**

Directs the operations of the Planning section of the Division. Performs professional planning work, provides technical assistance to staff and participates in more difficult or complex planning functions.

#### **MINIMUM QUALIFICATIONS**

Bachelor's degree from an accredited college or university in Urban Planning, Landscape Architecture, Architecture or other closely related field, plus four (4) years of related experience, of which one (1) year must have been supervisory or administrative; OR an equivalent combination of related education and experience. Education may not substitute for the required supervisory or administrative experience.

Possession of a valid Utah Driver's License at the time of hire.

#### **ESSENTIAL FUNCTIONS**

*The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.*

*Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.*

- Supervises and coordinates the day-to-day operations of the planning section.
- Assists in developing and ensuring the uniform implementation of planning policies and procedures. Initiates efforts to streamline and improve policies and procedures.
- Supervises staff which includes hiring, orienting, training, assigning and reviewing work performance, annual work performance appraisal, and discipline.
- Identifies discrepancies, potential conflicts and recommended changes or new provisions for applicable codes, laws, ordinances and technical standards.
- Represents the division at meetings of the Planning Commission, other departments, agencies, and private organizations.
- Provides technical assistance to staff for interpretation and application of applicable codes.
- Reviews and completes recommendations for approval of zoning/conditional use application requests. Ensures compliance with approved conditional and permitted uses.
- Provides service coordination and assistance to other Planning and Development sections and units. Confers with other County departments where other rules and regulations may apply.
- Prepares accurate routine and special reports.

- Ensures that complaints from customers are addressed and resolved in a timely manner.
- Manages assigned budgets.
- Performs duties of planning staff.

### **KNOWLEDGE, SKILLS AND ABILITIES (KSA)**

#### **Knowledge of:**

- Principles and practices of urban and regional planning
- Current trends and statistics affecting community planning
- Principles and techniques of management and supervision
- Oral and written presentation techniques
- Research methods and analysis

#### **Skills and Abilities to:**

- Effectively administer a variety of planning activities simultaneously
- Communicate policies both orally and in writing in a clear, concise, and tactful manner
- Supervise the collection, analysis, and interpretation of data
- Supervise, train, evaluate, and direct the work of assigned staff
- Negotiate complex issues having broad public policy implications with a wide variety of stakeholders
- Interpret laws, ordinances and regulations
- Work independently

### **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

### **IMPORTANT INFORMATION REGARDING THIS POSITION**

Revised Date/Consultant's Initials: