



JOB DESCRIPTION

Long-Range Planner II

(Full-Time / Permanent)

DEPARTMENT: Planning and Development Services

PAY GRADE: 150

REPORTS TO: Economic Development Manager

FLSA STATUS: Exempt (salary)

EFFECTIVE DATE: April 18, 2024

LOCATION: 2001 S. State St. #N3-600
Salt Lake City, UT 84190

JOB SUMMARY

Under general supervision of the Economic Development Manager, perform professional planning work of moderate difficulty and increasingly specialized knowledge of the planning field. Convene internal and external stakeholders by providing guidance to create general plans, master plans, grant applications, technical reports, transportation plans, and various studies. Coordinate with and serve as a liaison to Planning Commissions and Councils.

MINIMUM EDUCATION QUALIFICATION

Bachelor's degree from an accredited college or university in Urban Planning, Regional Planning, Geography, or other closely related field, plus three (3) years of related experience, OR an equivalent combination of related education and experience. A Master's degree in a related field is preferred.

Special Requirements

Must possess a valid and unencumbered Utah driver's license.

ESSENTIAL FUNCTIONS

The following duties and responsibilities are intended to be representative of the work performed by the employee 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 reasonable accommodation.

- Provides day-to-day project management, coordinates program objectives, and completes and submits complex reports.
- Interprets and applies applicable state, county, and local codes, ordinances, and regulations.
- Responsible for updates and maintenance of General Plans and land use ordinances.
- Conducts extensive research in specific or general project areas.
- Writes and presents formal and technical reports, working papers, and correspondence to assist decision-makers.
- Identifies community problems, issues, and opportunities in neighborhoods that could be mitigated through better community planning.
- Develops strategies to promote economic and community development or efficient land use consistent with community goals.
- Evaluates adequacy of community facilities in meeting current and projected needs.
- Recommends priorities, schedules, and funding sources to implement plans.



- Writes, or assists in writing, a variety of ordinances and regulations relating to development controls.
- Attends substantial number of evening and weekend meetings.
- Develops, monitors, and assists with the development of data collection and outcome measurement.
- Performs data analysis and evaluation of program quality and effectiveness.
- Develops and maintains strategic professional relationships with internal and external stakeholders.
- Writes grants to develop new funding sources and aid in plan implementation. Administers and monitors grants that are awarded.
- Works with community leaders and partners to mobilize community support.
- Prepares and maintains a variety of routine and special reports for various stakeholders.
- Performs data analysis and evaluation of program quality and effectiveness.
- Performs other duties as needed or assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Knowledge of planning principles and practices and in-depth knowledge of one or more planning specialization, such as economic development, transportation planning, landscape architecture, or environmental planning.
- Knowledge of principles, methodology, practices of research and data collection.
- Knowledge of or experience in community remediation and redevelopment, and knowledge of relevant Federal programs.
- Knowledge of computer hardware and software programs, which may include Microsoft Office, Internet applications, and database management.
- Knowledge and application of online survey instruments.
- Knowledge of effective writing techniques.
- Knowledge of meeting facilitation, conflict resolution, and consensus building.
- Knowledge of public relations and community outreach and engagement methods.

Skills and Abilities to:

(REQUIRED)

- Ability to attend to details while keeping big-picture goals in mind.
- Ability to work on several projects or issues simultaneously.
- Ability to independently manage increasingly complex projects.
- Ability to communicate effectively both verbally and in writing.
- Skills in organizing and maintaining records, analyzing data, and tracking multiple assignments.
- Demonstrated ability to meet required deadlines.
- Ability to perform effectively in highly stressful situations.
- Ability to establish and maintain effective working relationships with elected officials, managers, employees, other agencies, and the public.
- Creative problem-solving skills to gather relevant information to solve less well-defined practical problems.
- Highly proficient in GIS and Adobe Suites as well as software applications used in project analysis and reporting.
- Ability to set priorities and work independently or in a team environment as needed.
- Ability to follow written and verbal instructions.



- Oral communication and interpersonal skills to present research findings to various boards and committees.
- Group facilitation skills for use with community workshops.
- Ability to interact effectively with individuals of various social, economic, and ethnic backgrounds.
- Skills to formulate alternative solutions and make appropriate recommendations.
- Ability to build trust in skills, knowledge and abilities with stakeholders.

Highly Desirable

- Ability to create graphic designs, development strategies, and render site plans or conceptual visuals via sketches and/or computer graphics.
- Skills in analyzing and writing land use codes.
- AICP Certification.
- Redevelopment Agency experience.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

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.

- This position requires work in a wide variation of conditions, from a typical office setting to fieldwork.
- Must be able to attend evening meetings and some weekend events.
- While performing the duties of this job, the employee is frequently required to sit, walk, move, talk, and hear. The employee is occasionally required to use hands to finger, handle, feel objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.