**General Responsibilities**

Division Management Team

Building

Planning & Zoning

GIS

Public Works

Road

**Planner II**

**Countywide**

Department Director

* Actively manage the Cache County General Plan and related components.

Executive Assistant

* Assist participating jurisdictions with planning, zoning, and development issues.
* Conduct and present research and studies on planning and zoning issues, policies, and concepts.

**Minimum Qualifications**

Education and Experience:

* Graduation from college with a bachelor’s degree in urban or rural planning, public administration, or a closely related field; AND
	+ Three (3) years of progressively responsible experience performing above or related duties; OR
	+ An equivalent combination of education and experience.

**Essential Functions**

Essential duties and responsibilities may include, but are not limited to, the following:

Priority 1 Team Skills (TS): 15% of Responsibility

Priority 2 Leadership (L): 5% of Responsibility

Priority 3 Management (M): 30% of Responsibility

Priority 4 Technical (T): 50% of Responsibility

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees may be assigned duties which are not listed below, and reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Skills are listed in order of importance and the percentage assigned is the estimated time spent on described duties.

**Team Skills**

* Practice positive working relationships and collaboration with fellow employees, elected officials, other departments and agencies, and the public.
* Be accountable to the department and fellow employees; valuing integrity, open communication, and professionalism in all interactions.
* Assist individuals, teams, or departments with creative problem solving and work product.
* Effectively follow and utilize verbal and written communication.
* Demonstrates commitment to team results and team effectiveness.

**Leadership** (Long-range vision)

* Exercise initiative, independent judgment, and act resourcefully under varying conditions.
* Seek out methods to improve department and interagency/jurisdiction processes.
* Work with people to improve efficiency and effectiveness for individual positions, departments, and the County
* Collaborate on issues and provide potential solutions.

**Management** (Short-term, project based)

* Operate under the supervision of the Planning Manager.
* Actively manage the Cache County General Plan and other planning documents, including annual updates and coordination with neighboring jurisdictions.
* Establish and operate an effective system to coordinate and manage the needs of the participating jurisdictions.
* Meet with participating jurisdictions to assist in resolving planning, zoning, and development issues.
* Skilled in the art of diplomacy and cooperative problem solving.

**Technical**

* Working knowledge of:
	+ The legal system and procedures affecting/impacted by planning and zoning, and related local government structure and operations.
	+ Theory, principles and practices related to local government planning and zoning, and the relationship between factors affecting urban planning policy, economics, sociology, and community organization.
	+ Research methodology, statistical analysis, modeling, and evaluation of research data.
	+ The ability to interpret codes accurately and effectively including: Local laws regarding land use, zoning, and subdivisions; State Land Use Development Management Act; applicable Federal laws and statutes.
* Ability to prepare and present technical reports; knowledge of modern office software (Excel, Word, PowerPoint); composition, spelling, grammar, punctuation, and related skills; perform mathematical calculations.

**Work Environment**

* The position performs in a typical office setting. Tasks require a variety of physical activities, such as walking, standing, stooping, sitting, reaching, talking, hearing, and seeing.
* Work tasks require common eye, hand, finger, leg, and foot dexterity.
* Mental tasks require the use of memory for details, verbal instructions, emotional stability, and discriminating thinking.
* The position requires a valid driver’s license and ability to drive for the County. Must not have any DUI/ARR within the past five (5) years and less than two (2) moving violations within the past 24 months.
* Comply with applicable county and departmental policies and safety standards.