

MILLARD COUNTY

Planning and Zoning Administrator
County Planner

Reports to: County Commission
Classification: Full-Time, Non Exempt
Approved by:

Location: County Offices - Delta
Date Written: November 21, 2016

JOB SUMMARY:

Performs a variety of professional and technical duties related to current development and/or zoning compliance and enforcement. Fulfills all statutory obligations of the County Planning Department as directed by the County Commission. This position is filled by selection from the elected County Commission. It is a competitive hiring position.

ESSENTIAL FUNCTIONS:

1. Interact with members of residential and business communities including answering questions, addressing complaints and assisting with potential applications, plans and other submissions.
2. Monitor, inspect, report and follow up on approved development, use permits or other authority to ensure initial and ongoing compliance with codes, regulations and County-imposed requirements.
3. Supervise performance of support staff functions.
4. Exercise confidentiality in the performance of job duties, including legal, real estate or other potentially sensitive matters.
5. Responsible for ensuring conformity with and enforcement of the *Millard County Zoning Regulations* (Section 10 of the *Millard County Code*) including the *Millard County Subdivision Ordinance* (Section 11 of the *Millard County Code*).
6. Conduct field studies and inspections for Zoning Ordinance enforcement for planning projects.
7. Work with the GIS Department in assigning addresses for buildings and facilities in the unincorporated areas of Millard County utilizing GPS and GIS technology.
13. Develop charts, maps, photographs and other illustrative materials for presentation to the Millard County Planning Commission.
14. Perform field investigations for applications for variances, zone changes, and use permits.
15. Assist the public by answering questions about zoning issues and assist in completing applications for zone changes, conditional use permits, etc.
16. Deal appropriately with people in situations that may, at times, become confrontational, stressful, or uncomfortable.
17. Review site plans for conformance to development requirements of Millard County and coordinate information between other county and city reviewing departments and the applicant(s).
18. Assess current land uses and the effectiveness of existing policies and zoning ordinances.
19. Understand the needs of the County and communities by working with residents, elected officials, agencies and special interest groups.
20. Prepare, issue and monitor the administration of all Conditional Use Permits issued within the County with the approval of the Planning and Zoning Commission.

21. Attend **all** Planning Commission meetings.
22. Assure that the *Millard County General Plan* and *Millard County Zoning Ordinance* and maps are maintained and updated with changes as they occur.
23. Report to the Millard County Commissioners all pending zoning issues.
24. Perform other assignments as directed by the Millard County Commission.

ADDITIONAL RESPONSIBILITIES:

The Millard County Planner must comply with all policies and procedures as set forth in the *Millard County Policies and Procedures Manual*. The employee should attend any training conferences which are determined by the Millard County Commission to be beneficial to the training and continuing education for this position. Attendance at such conferences is contingent upon favorable scheduling times and budget restraints.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Working knowledge of the *Millard County Zoning Regulations* (Titles 10 and 11 of the *Millard County Code*).
2. Working knowledge of the *Millard County General Plan*.
3. Must possess and use good interpersonal skills with other employees and the public.
4. Must be able to perform and/or manage multiple tasks, projects and priorities concurrently.
5. Must possess and utilize good spelling, grammatical and verbal skills.
6. Must be computer literate.

EDUCATION AND EXPERIENCE:

1. Minimum 21 years of age
2. Must have a bachelor's degree and/or equivalent experience in rural planning and development.
3. Must be efficient, a self-starter, an independent worker, a detail person and possess good working habits.
4. Must be capable of performing inspections in the field including traversing unpaved, steep or irregular terrain, climbing, bending, kneeling and stretching, including performance of these duties in inclement weather as required.

OTHER REQUIREMENTS:

1. A criminal history record check and pre-employment drug/alcohol screening and physical may be required.
2. This position is required to use County-provided equipment, tools and accessories when necessary or required.
3. This position requires that the employee continuously possess a valid Utah Driver License with annual review of driving record.