



Planning & Zoning Director

Grand County, UT

125 East Center Street



\$96,129 - \$145,405 / ANNUALLY

Starting wage dependent of experience and qualifications

HOW TO APPLY

Apply online at www.grandcountyutah.net or email cover letter and resume to:

gchr@grandcountyutah.net



About the Position:

The Planning & Zoning Director performs a variety of complex managerial, professional, and administrative duties, including overseeing planning, zoning, and land use code enforcement for Grand County. This position provides general supervision to Grand County Planning and Zoning staff, manages all aspects of Planning and Zoning activities, develops and implements policies and procedures, and oversees the department budget. Additionally, the Planning and Zoning Director is responsible for preparing, maintaining, updating, and implementing Grand County's General Plan, coordinating with other agencies in processing development applications, and drafting requests for proposals for community and economic development projects. Additional tasks related to overseeing and managing the operations of the Grand County Planning Department are required.



Essential Functions:

- Technical review of development applications, site plans, and preliminary plats.
- Distribution of applications to appropriate agencies for review.
- Oversight of Staff Reports presented to the Planning Commission and County Commission.
- Make recommendations of amendments to policies and procedures, and draft amendments and ordinances.
- Coordinate with County Attorney for legal reviews.
- Management of Planning & Zoning operations and staff.

This is not an exhaustive list of all duties. Please read full job description before applying.

This position typically works 8 am to 5 pm, Monday to Friday and shall attend evening meetings as needed.



Knowledge, Skills, & Abilities:

- Knowledge
 - Considerable knowledge of principles, practices, and functions of planning, zoning, and development related to local government operations.
 - Knowledge of state and local land use laws and ordinances, and their relationship with uniform building codes, code enforcement practices, strategic planning, site planning, and subdivision review.
 - Experience reviewing applications to determine compliance with the County's General Plan, Land Use Code, and Zoning Map.
 - Working knowledge of land use law and applicable court/legal decisions, civil engineering principles, property description, and map environmental constraints to development.
 - Principles of public relations
- Skills
 - Effective verbal and written communication, conflict resolution, and problem-solving skills.
 - Advanced proficiency in software application.
 - Researching and compiling data and information.
- Ability
 - Quickly learn Grand County operations, policies, and procedures.
 - Perform duties with speed and accuracy.
 - Foster successful, collaborative relations with the organization and community
 - Maintain confidentiality.



Qualifications:

- Graduation from college with a bachelor's degree in Planning, Landscape Architecture, Public Administration, Public Policy, Community Development, Geography, or a closely related field; and
- Eight (8) years of increasingly responsible experience performing related duties, with three (3) years in a supervisory or administrative capacity; or
- An equivalent combination of education and experience.
- Must pass pre-employment drug screening and background examination.
- Must possess valid Driver's License