



**CITY OF OREM**

**HUMAN RESOURCES**

Office	Job Hotline	TDD	FAX
229-7186	229-7170	229-7186	229-7306

## **LONG RANGE PLANNER**

**OPENING DATE:** January 14, 2019

**CLOSING DATE:** Open until Filled

**DUTIES:** This position is responsible for gathering, analyzing and presenting data in the form of written, graphic or oral reports for use by the Planning Commission, City Council and other boards and groups. Develops and maintains the City's long range master plan for development within the City and produces other long range planning studies and plans. Prepares a variety of reports and city ordinances. Makes recommendations to the City Council, Planning Commission and private developers. Conducts research on issues, policies and concepts pertaining to planning, zoning, and community development. Writes city ordinances for planning and zoning. Creates graphics using GIS and other related products. Provides information to others in person or over the phone. Resolves a wide range of problems dealing with the review and approval of current and long range planning, ordinance writing, code enforcement, and zoning.

**QUALIFICATIONS:** This position requires graduation from an accredited college or university with a Bachelor's Degree in urban planning, public administration, or a closely related field with five to ten years of progressively responsible experience in professional planning and long range planning duties. A Master's Degree in a related field is desirable. Thorough knowledge of principles, practices, and techniques of municipal planning and zoning and considerable knowledge of principles and practices of municipal government administration. Ability to work well with City officials, the public and representatives of other agencies and businesses. Excellent writing and communication skills are required. Skill in the use of a computer and its various programs are required. An A.I.C.P. certification is strongly desired. Must possess a valid driver's license and have a good driving record. The successful candidate will be required to pass a pre-employment drug screen and a criminal background investigation.

**SALARY:** \$4,473.72 to \$6,710.58 per month depending upon qualifications and experience. A full benefit package, with health and dental insurance, vacation, sick leave, paid holidays, and retirement benefits is provided. **SALARY WILL GENERALLY START AT LOWER END OF SALARY RANGE.** This position is classified as FLSA Exempt.

**APPLICATIONS:** Those interested in applying should submit their application through the City's website <https://orem.org> or to the Human Resources Office. **This position is open until filled.** ONLY THE INFORMATION ON OR ATTACHED TO THE APPLICATION WILL BE USED FOR SCREENING PURPOSES.

**THE CITY OF OREM IS AN EQUAL OPPORTUNITY EMPLOYER**  
**56 NORTH STATE STREET OREM, UTAH 84057**