

Planner – Uintah Basin Association of Governments

The Planner has responsibility for management and compliance of planning activities for the Uintah Basin Association of Governments. Planning activities include: Regional Planning Program with the Community Impact Fund, Community Development Block Grant, Economic Development, Hazard Mitigation, and other tasks as assigned.

This position requires the planner to be able to work with local communities and counties in all planning activities and help them implement general plans, capital improvement plans, planning and zoning, and asset inventories. Provide technical assistance in preparing applications for Community Impact Board, Community Development Block Grant, and other funding sources.

JOB DUTIES:

1. Analyze the impacts of natural resource development.
2. Determine the needs of the communities impacted by future growth and development.
3. Work as a team to complete the CIB capital improvements list for the region.
4. Assist communities to prepare grant applications for planning and a capital improvement needs such as zoning ordinances, general plan updates, and CIB applications.
5. Provide planning services for communities by coordinating training, identifying funding sources, drafting requests for proposals, reviewing draft plans and ordinances, and advising, including attending public meetings.
6. Review all CIB planning projects in the region to provide written comments to the CIB board prior to CIB Board meeting date.
7. Coordinate requests for State planning funds, including CDBG, Housing, Quality Growth and GOPB.
8. Prepares reports of program activities, conducts area needs assessments, gathers data, makes evaluations, and develops plans and recommendations for Planning.

10. Conducts demographic and economic studies for the development, preparation, and implementation of master plans for the various cities, towns, and counties within the region.

MINIMUM QUALIFICATIONS:

1. Education and Experience:

- a. Graduation from an accredited college or university with a bachelor's degree in planning, public administration, or a related field.
- b. Three years of related paid full-time work experience.

2. Knowledge and Skills:

- a. Program development and implementation.
 - b. Writing and public speaking.
 - c. Budget development and management.
- d. Ability to manage many projects and activities concurrently.
- e. Communicate well with staff, subordinates, and clients.
- f. Work well under pressure and meet deadlines.
- g. Development and implement new projects and programs.

3. Essential Ability:

- a. Write grants and proposals.
- b. Prepare and develop multiple program budgets.
- c. Interpret written financials reports and statistical summaries.
- d. Interpret complex federal, state, and local requirements.

The Uintah Basin Association of Governments participates in the Utah Retirement System with a 457 savings plan. Health and dental insurance through PEHP

Please send resumes to keviny@ubaog.org . Questions regarding the position please contact Kevin Yack 435-722-4518