

**Wasatch Front Regional Council**  
**Community Planners (Filled as a Planner I-III)**  
**Job Description and Announcement**

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The [Wasatch Front Regional Council \(WFRC\)](#) is the Metropolitan Planning Organization (MPO) and Association of Governments (AOG) for the area of Salt Lake, Davis, Weber, Morgan, Tooele, and southern Box Elder Counties in Utah. WFRC builds consensus and enhances quality of life by developing and implementing visions and plans for livable communities, a strong economy, a healthy environment, and a well-functioning, multi-modal transportation system. WFRC is seeking two full-time Planners.

WFRC is currently operating on a hybrid work schedule, where staff is in the office on Tuesdays and Thursdays, and has the option to work from home Mondays, Wednesdays, and Fridays. WFRC's office is in a walkable area accessible by foot, bicycle, scooter, bus, light rail, commuter rail, and auto. Salt Lake City is famous for offering urban amenities in close proximity to world-class outdoor activities.

**Description:**

The successful candidates will work in a highly collaborative environment to address the challenges and opportunities of being one of the fastest growing states in the country. They will be an integral part of the Community and Economic Development (CED) group with oversight by the Community and Economic Development Director. CED is the core team that is responsible for assisting local communities in their planning and implementation efforts that address anticipated growth and seek to enhance quality of life. These positions will assist with development and administration of [Station Area Plan](#) technical assistance and plan certification. These positions will also work on the [WFRC Transportation and Land Use Connection \(TLC\)](#) program. This work helps communities to integrate their land use with local and regional transportation consistent with the [Wasatch Choice Vision](#). Being a part of this team means your key role is to assist cities who are trying to improve the quality of life in the region. Providing them with the support they need is incredibly rewarding.

We intend to hire two planners. We anticipate that one will be an entry-level role, and one will require more experience as a practicing planner. Both will contribute significantly to our communities and region!

**ESSENTIAL FUNCTION: TRANSPORTATION AND LAND USE CONNECTION (Performs Some or All of the Following)**

- Manage TLC Projects, assisting communities with scoping, procuring, and administering their planning efforts; ensure projects meet community and regional goals; perform outreach and communication efforts, including website updates, submission for awards, program or project talking points, and collaboration with members and staff; monitor and evaluate projects; and assist in ongoing program improvements.
- Work with WFRC team members to assist communities. Provide training, technical assistance, and support to local government members and partners of WFRC.
- Perform coordinating duties and tasks related to the ongoing development, production and maintenance of the TLC Program, including an annual progress report and public outreach efforts.
- Provide land use planning assistance to local governments which may include public engagement activities, policy recommendations, graphical and written communications, and plan writing.

- Represent the agency by providing planning assistance to local professionals, elected officials, general public, committees, task forces, local governments and state and federal agencies.
- Coordinate/ manage/ participate as a point of contact for the TLC program and serve as liaison between the WFRC and TLC Partners and outside agencies/ user groups. Act as staff to technical committees and facilitate various local government projects.
- Provide support in managing the TLC Consultant Pool; coordinate annual Request for Statement of Qualifications (RFQ) and review of Statements of Qualifications with program partners
- Prepare and deliver written and oral communications to a wide variety of stakeholders, conveying transportation and land use concepts and recommendations in a clear, compelling manner. This may entail training activities related to the Wasatch Choice Regional Vision.
- Work with WFRC groups on elements of the Wasatch Choice Regional Vision, as well as outreach and implementation of the Vision.
- Maintain professionalism, integrity, and a public-service attitude.

**ESSENTIAL FUNCTION: STATION AREA PLAN TECHNICAL ASSISTANCE AND CERTIFICATION (Performs Some or All of the Following)**

- Become a liaison between WFRC and the Station Area Planning work being done around the region, both ongoing and in response to recent legislation.
- Review and make recommendations for either certification of enhancement of Station Area Plans submitted to WFRC, pursuant to state law.
- Provide program support for Station Area Plan Technical Assistance on an ongoing basis.
- Manage Station Area Plan technical assistance efforts with support from CED staff.
- Work with CED Director, CED team, and partners Utah Transit Authority and the Mountainland Association of Governments to ensure consistency across messaging.
- Work with partners to develop guides and resources for implementation of Station Area Plans.

**Qualification Requirements:**

- Graduation from an accredited college or university with a Bachelor's Degree in urban planning, engineering, geography, public or business administration or related field. Master's, equivalent experience or enrollment in Master's degree program preferred.
- Two+ (2+) years of increasingly responsible professional experience in transportation planning, engineering, urban design or related fields. Personal computer software experience with word processing, project management and spreadsheet applications required. Mapping and GIS application experience desired.
- An equivalent combination of education and experience.

**Compensation:**

The Planner positions are full-time, salaried positions that include competitive compensation, commensurate with experience and responsibility. Full benefits package including pension through Utah Retirement System; 401k / 457 with employer match up to 7.65%; medical, dental, vision, life insurance; vacation; sick leave; paid holidays, paid personal days; and education assistance program.

**To apply:**

Interested applicants should submit their resume and a letter of interest briefly outlining their experience and qualifications via email to Amber Gonzales, [amber@wfrc.org](mailto:amber@wfrc.org). **Open until filled, review will begin on May 16th, 2022.** For general information, please visit our website at [www.wfrc.org](http://www.wfrc.org).

The Wasatch Front Regional Council is an Equal Opportunity Employer.