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TREMONTON

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REQUEST FOR PROPOSAL FOR PLANNING AND ZONING ADMINISTRATIVE SERVICES

Issued January 9, 2023

REQUEST FOR PROPOSALS

Tremonton City (City) seeks proposals from firms and individuals qualified to provide professional contract services for Planning and Zoning Administration. This Request for Proposal (RFP) will assist the City in selecting an experienced Planning and Zoning Administrator.

This RFP is part of a competitive procurement process to serve the best interests of the City and its citizens. It also provides each Respondent with a fair opportunity for its services to be considered. The remainder of this document said Respondent will be referred to as "Consultant."

BACKGROUND

Tremonton, UT- Geographic Background. Tremonton City is located in Box Elder County, 75 miles north of Salt Lake City and approximately 20 miles south of the Idaho border in the Bear River Valley, and is just east of the northern tip of the Great Salt Lake. Tremonton City is located at the crossroads of the northwest, where Interstates 15 and 84 converge. Tremonton City's current population is approximately 10,500, and is the commercial and employment center for the northern region of Box Elder County. Please see Exhibit "A" for historical data and estimates regarding Tremonton City's population.

Tremonton City Organizational Background. Tremonton City is a full-service city with approximately ten departments, including Public Works, Recreation, Library, Senior Center, Police, Justice Court, and Fire and EMS Departments. The City has 68 full-time equivalent employees and had a 2022 operating budget of approximately $15 million. Tremonton City is led by a Mayor, 5 City Council Members, and City Manager.

Planning & Zoning Administrator Background. Before 1996 all planning and zoning services were provided by the Planning Commission and City Council, and occasionally, planning consultants were paid for specific planning issues. Likewise, before 1996, building inspections were contracted with Box Elder County.

In 1996 the City hired a specific employee as the Zoning Administrator and Building Official. This employee has done a phenomenal job for the City and will retire on March 15, 2023. The City has been advertising this job opening for several months but has yet to fill the position. The City desires to receive requests for proposals from qualified individuals or firms to provide Planning & Zoning Administrative Services. A separate request for proposals is currently being advertised for Building Inspection and Plan Review Services.

Planning & Zoning Support Background. The following positions participate in the development review process for land use applications in Tremonton City and would work in conjunction with the Consultant in performing their duties.

City Engineer- Consultant. The City contracts with Jones & Associates to provide professional engineering services. The City Engineer formally reviews submitted construction plans and site

plans for compliance with the City's Land Use Code relating to engineering and construction standards. The City Engineer provides redline comments to the applicant for items that need to be corrected. Other duties of the City Engineer include reviewing bond estimates, checking plats, etc. The City Engineer and Public Works Director coordinate with applicants on public improvements necessary for a development to receive City services. As explained below, the City Engineer is a member of the Development Review Committee, the Land Use Authority for Subdivision and Site Plans.

Public Works Director-City Employee. The Public Works Director informally reviews submitted construction plans and site plans for compliance with the City's engineering and construction standards and provides verbal comments to the applicants in the Development Review Committee meetings. The Public Works Director is a member of the Development Review Committee.

City Manager- Employee. The City Manager formally reviews submitted application materials for compliance with the City's Land Use Code regarding planning and zoning. The City Manager provides written comments to the applicant for items that need to be corrected or discussed in a Development Review Committee meeting. Another duty of the City Manager is drafting special conditions associated with the development to be formalized within a development agreement. The City Manager is a member of the Development Review Committee.

Land Use Planning & Consultant- Consultant. The has entered into a professional services agreement with Landmark Design. As needed, the City uses Landmark Design for planning, designing, landscape projects that require a design professional's expertise. The City has also used Landmark Design to produce long-range plans such as the Tremonton City Integrated Land Use Plan and the Tremonton City Moderate Income Housing Plan.

Land Use Authority Background. Below are the public bodies that are the Land Use Authority (i.e., the approval body) for the various land use applications:

Planning and Zoning Administrator. The Planning and Zoning Administrator facilitates land use application review and approval processes. As such, they coordinate with other members of Land Use Authority boards necessary to process and approve applications. Additionally, the Planning and Zoning Administrator interprets codes and maps if another body is not identified within the City's Land Use Code. The Zoning Administrator is authorized to forward issues to the Planning Commission for interpretation as they feel necessary.

The Planning and Zoning Administrator is also the Land Use Authority for minor conditional use applications, minor home occupation permits, minor communication facilities permits, renewable energy system permits, and sign permits.

Development Review Committee- Public Body. The Development Review Committee is a public body with the following City staff positions participating as members: Planning and Zoning Administrator, City Engineer, Public Works Director, and City Manager. The Planning and Zoning

Administrator is the Development Review Committee Chair.

The Development Review Committee is the Land Use Authority Board that reviews and approves the following applications: final plats, site plans, and conditional uses. The Development Review Committee also reviews preliminary plats and forwards preliminary plats to the Planning Commission for approval upon the application and development plans meeting all of the requirements with the City's Land Use Code.

The Development Review Committee has a good rapport with developers and engineers, and the City engages in respectful conversations with applicants during Development Review Committee meetings. Additionally, the Development Review Committee follows State Codes and City Codes that govern reviewing and approving land use applications.

The Development Review Committee is a public body and meets as needed on Wednesdays at 9:30 a.m. The Consultant will help set the agenda and will attend these meetings.

Planning Commission- Public Body. The Planning Commission is composed of five voting members. The City Council has assigned a City Council member as an ex-officio and non-voting member of the Planning Commission. The Planning Commission is the Land Use Authority for preliminary plats and an advisory body to the City Council on long-range plans, land use ordinances, and rezoning.

The Planning Commission meets as necessary on the 2nd and 4th Tuesday evenings, and the Consultant shall attend these meetings. There may be an option to participate by electronic means.

City Council- Public Body. The City Council is the Land Use Authority for long-range plans, land use ordinances, and rezoning. The City Council meets every 1st and 3rd Tuesday evenings. It is not anticipated that the Consultant will need to attend these meetings with any regularity.

Workload Background. It is anticipated that the Consultant will work an average of 10 hours per week; however, that amount is not guaranteed. Actual hours shall vary depending on the workload, resulting from fluctuations in the real estate market. To provide some context for the changes in the workload, Exhibit B contains a table showing developments that have been recorded in the recent past. Please know that there are subdivisions in various stages of approval that do not appear in Exhibit "B."

The Consultant shall to be available Monday through Friday from 9:00 a.m. - 5:00 p.m. in general to perform the scope of services. The Zoning Administrator works on Wednesday at 9:30 a.m. for days that the Development Review Committee is scheduled and on the 2nd, and 4th Tuesday evenings for Planning Commission meetings. Both the Development Review Committee and Planning Commission meets only when there are agenda items to review and consider.

SCOPE OF SERVICES

Purpose. The Planning and Zoning Administrator oversees land use and zoning within the City to ensure consistency with State and City laws that protects the public's general health, safety, and welfare and promote convenience and prosperity to the present and future citizens of Tremonton City.

Objective. The Planning and Zoning Administrator's objective is to maintain a high level of service in processing land use applications and other duties assigned to the Planning & Zoning Administrator.

Scope of Services. The Consultant shall to be available Monday through Friday from 9:00 a.m. - 5:00 p.m. to perform the scope of services. Below is a bulleted list of services the City needs from the Consultant. For a complete list of services needed, please see the Job Description in Exhibit "C."

- Coordinates development proposals with the applicant and other City Departments on such elements, including but not limited to: planning, zoning, water, sewer, stormwater, traffic, and parks, to ensure that all applicable development standards are met.
- Facilities the processing of submitted development applications, including determining when a complete application has been submitted and scheduling land use applications to be on the Development Review Committee and Planning Commission agenda.
- Serves as the chairperson for the Development Review Committee meetings, sets the agenda for this meeting, and coordinates with applicants who desire to be on the agenda.
- Responds to various zoning problems or complaints, evaluates the problem's nature, and determine conformance to City zoning.
- Attends Planning Commission and other public meetings as required and makes oral reports on planning and zoning issues in these meetings.
- Coordinates the recording of plats and development agreements.
- Coordinates the release of a developer's financial guarantee for the construction and warranty of public improvements.
- Conducts field inspections of projects under construction for compliance with City ordinances, development agreements, and conditions of approval imposed by the City.
- Tracks and ensures compliance with the special conditions contained in the development agreements.
- Serves as the Land Use Authority for development applications specified within the Land Use Code.
- Maintains development application files, which may be done through a cloud-based software solution.
- Respond to inquiries relating to zoning, development, and processing of applications that the City receives. Tremonton City Staff should be able to direct planning and zoning calls to the Consultant during regular business hours.

- The Planning and Zoning Administrator advises the Building Inspector regarding if developments are ready for building permits to be issued.

REQUIRED QUALIFICATIONS OR ABILITIES

This subsection provides a summary of the minimum qualifications of the Consultant. For a complete list of qualifications and abilities, please see the Job Description in Exhibit "C."

- A high school diploma or equivalent is required.
- Four (4) years experience in a related field.
- A Bachelor's Degree in a related field is preferred.
- The City may consider any combination of education and experience that would likely provide the required knowledge, skills, and abilities
- Ability to interpret laws, ordinances, and regulations.
- Communicate effectively both verbally and in writing.
- Read and interpret a variety of maps, charts, drawings, and blueprints

PROPOSAL REQUIREMENTS

Proposals shall be organized to comply with and include the following:

- *Letter of Transmittal.* The letter of transmittal shall include an introduction of the Consultant as well as the name, address, telephone number, and email address of the contact person and other representatives dealing with the RFP.

- *Proposal for Meeting Scope of Services.* The Consultant shall indicate an understanding of the requested services described in the "Scope of Services" section and explain how they propose to provide these services. Specifically, the Consultant shall clearly describe their approach to the proposal, clearly outline any options or alternatives, and indicate if the Consultant cannot meet any significant requirements. The proposal shall also highlight the major elements of the proposal and identify any pertinent supporting information.

- *Statement of Qualifications.* The proposal shall include a statement of qualifications regarding the Consultant's education, certifications, and experience, including the same or any individuals that may be participating in providing various services described in the "Scope of Services" section. A small bio on key individuals may be included.

- *References.* The proposal shall include references of similar contracts or work experience relevant to this RFP. More specifically, references shall consist of email addresses and phone numbers of individuals, groups, or organizations with which the Consultant is currently working with or has previously worked.

- *Additional Information.* Any information deemed pertinent to the RFP, but not outlined

in the RFP, may be included in this section.

- *Cost of Services.* A proposal shall include the compensation that the Consultant would require for providing services. The compensation may be hourly, a monthly flat rate for general inquiries, or a combination of the two. The Consultant shall describe in detail the hourly rate for each individual that may participate in providing services and what services are being provided with the proposed compensation.

DEADLINE AND SUBMITTAL REQUIREMENTS

The deadline for the receipt of proposal submittals to the City is **5:00 P.M. Mountain Standard Time (MST) on Monday, January 23, 2023**. Interested Consultant shall submit the proposal by email to lnessen@tremontoncity.com by the deadline:

- One electronic PDF file of the proposal and the subject line should state **Planning & Zoning Administrative Services RFP**.

REVIEW CRITERIA & SELECTION PROCESS

The selection of the Consultant will not be based solely on cost, although the cost for services rendered may be a significant evaluating factor. Tremonton City shall review and select the Consultant based on the following evaluation factors:

- Proposal meeting the City's scope of work or other services needed
- Qualifications of assigned staff; experience with similar scope of work.
- Proposed cost of provided services
- Providing the requested information in the prescribed format
- Proven merit of prior relevant work;
- Information obtained from professional references;
- Amount of the proposal to complete the scope of work;
- Other factors deemed important or advantageous by the City.

Tremonton City shall open the submitted Consultant's proposal to avoid disclosing contents to competing Consultants during the evaluation and negotiation process. In reviewing the Consultant's proposal, Tremonton City may have phone calls or oral interviews with some of the preliminary selected Consultants to aid in the reviewing and selection process. The ultimate selection of the Consultant will include successful contract negotiations to complete the scope of work contained herein, which is mutually acceptable to both the City and the Consultant.

Tremonton City reserves the right, without qualification, to:

- Select any Consultant's proposal and engage in written or oral communication with any or all of the Consultants when such an action is considered in the City's best interest.

- Select any Consultant's proposal based on the initial submission received and after detailed discussions or contract negotiations.
- Select any Consultant's proposal that is determined to be the most advantageous to Tremonton City, taking into consideration cost and the evaluation factors.
- Reject any and all proposals submitted by Consultants in whole or in part when it is in the best interests of Tremonton City.
- Waive minor defects as Tremonton City deems appropriate and when it is in the best interests of Tremonton City.
- Each proposal submitted shall be valid for one hundred and twenty (120) days.
- The City shall not be liable for any losses incurred by Consultants submitting proposals.

TERMS & PROCESS SCHEDULE

Every effort will be made to administer the proposal process in accordance with the terms and procedures discussed in this RFP. However, the City reserves the right to modify the terms, process, and schedule as the City deems necessary or prudent for its interest. The tentative schedule for this RFP is as follows:

RFP advertisement	January 9, 2023
Review and Negotiations	Between January 24, 2023, and February 21, 2023
Notice of Award	February 7, 2023, or February 21, 2023 (Note [1])
Start Date	Before March 15, 2023

Note [1:] Written notification by letter or email regarding the award's outcome will be sent after the award is announced.

SUMMARY OF EXPECTED PERFORMANCE STANDARDS AND CONTRACT PROVISIONS

This subsection summarizes the minimum expected performance standards and contract provisions for the Consultant. Final performance standards and contract provisions shall be established during contract negotiations.

- Except when and if the workload demands otherwise, all interactions with the public shall be conducted within the City's regular business hours of 8:00 a.m. to 5:00 p.m. Monday through Friday.

- Consultant shall have, or in the case of the City Ordinance, acquire expert knowledge of and comply with, City Ordinance, laws, and regulations of the State of Utah and its agencies relating to land use.

- Consultant shall maintain project development files, preferably in electronic format, and keep these files updated and accessible to the City.

- Consultant shall provide monthly invoices, including a detailed description of all work performed.

- Consultant shall establish and maintain a mailing address, a telephone number, and an email address for the regular correspondence with City Staff and calls from the public regarding general inquiries and complaints.

- Consultant shall develop and continuously upgrade a program of disseminating information to coordinate with the City on the status of the project, etc.

- Subject to the limitations of this section, any contract which shall promote the best interests of Tremonton City may be used, provided that the use of a cost-plus-a-percentage-of-cost Contract is prohibited and so long as the contract does not violate UCA 13-8-101 et seq. "Unenforceable Agreements."

- Each contract with a Consultant shall contain indemnity/hold harmless clauses, and the Consultant shall provide worker's compensation if the Consultant has employees.

QUESTIONS

All questions or requests for clarification regarding this proposal are expected to be submitted by email only. Please submit all questions and correspondence via email to: swarnke@tremontoncity.com. The subject line should state **Planning and Zoning RFP Question**. All responses to the inquiries will be distributed to all prospective Consultants via (BCC'd) email.

To be included as a prospective Consultant, please submit a contact name, firm name, and email address to: swarnke@tremontoncity.com. The subject line should state **Planning and Zoning RFP Prospective Consultant.**

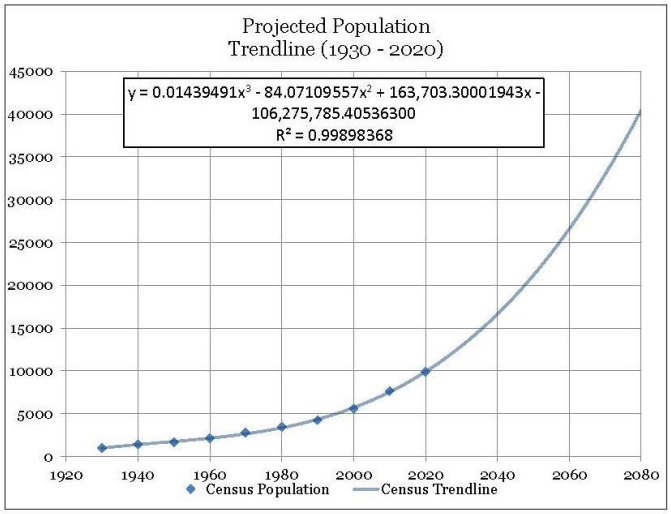
GRAMA

As a government entity, the City is subject to the Government Records Access and Management Act, Title 63G, Chapter 2 of the Utah Code ("GRAMA") and cannot guarantee that information provided in a proposal will not be subject to disclosure under GRAMA.

EXHIBIT "A"

Tremonton City
Population Estimates
February 2022

Year	Census Counts	2.453% Annual Growth	Trendline used in IFFP	Trendline Equation using 1930 - 2020	Trendline Equation using 1970 - 2020
1930	1009	1009	1038	988	
1940	1443	1286	1328	1407	
1950	1662	1638	1698	1767	
1960	2115	2088	2167	2155	
1970	2794	2660	2763	2657	2839
1980	3464	3389	3519	3360	3389
1990	4264	4319	4475	4349	4324
2000	5592	5503	5685	5712	5695
2010	7647	7012	7214	7535	7551
2020	9894	8935	9142	9904	9945
2021		9155	9361	10174	10215
2022		9379	9584	10450	10492
2023		9609	9813	10734	10775
2024		9845	10048	11023	11064
2025		10086	10287	11320	11358
2026		10334	10533	11623	11659
2027		10587	10784	11933	11966
2028		10847	11041	12250	12279
2029		11113	11304	12574	12599
2030		11386	11573	12905	12925
2031		11665	11848	13243	13257
2032		11951	12130	13588	13596
2040		14508	14632	16625	16542
2050		18486	18480	21150	20847
2060		23556	23312	26566	25890
2070		30016	29375	32960	31722
2080		38247	36974	40419	38392



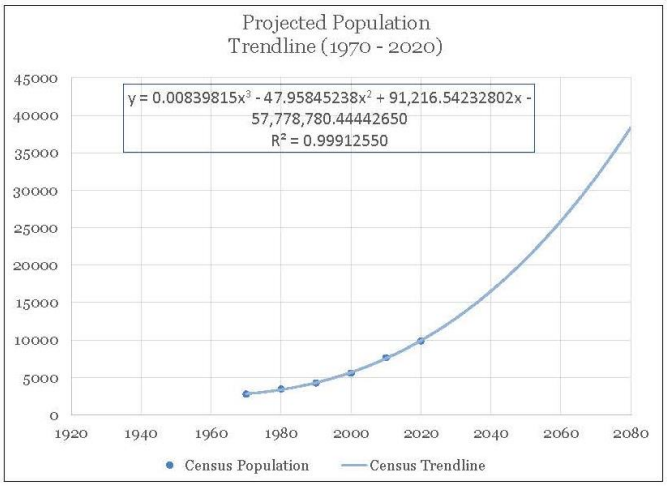


EXHIBIT "B"

Tremonton City Subdivisions Recently Completed or Under Construction
(As of January 2023)

Subdivision	Location		Approved Date	Stage	Single Family	Town Home	Apartments	Total Units	Under Const.	Completed
2017										
Spring Hollow Phase 1	1150 North 2650 West	https://gis.boxeldercounty.org/Subdivisions/SPRING_HOLLOW_SUBDIVISION_PHASE_1.pdf	7/27/2017	Complete	29	0	0	29	0	29
Spring Hollow Phase 2	2800 West Hollow Drive (1225 North)	https://gis.boxeldercounty.org/Subdivisions/SPRING_HOLLOW_SUBD_PH2_AMEND_LOT28_PH1.pdf	7/27/2017	Under Construction	11	0	0	11	11	0
2020										
Look Out Point Phase 1	1100 North Country View Drive	https://gis.boxeldercounty.org/Subdivisions/LOOKOUT_POINT_SUBDIVISION_PHASE_1.pdf	9/1/2020	Complete	33	0	0	33	0	33
Archibald Est. Phase J	1000 North 900 West	https://gis.boxeldercounty.org/Subdivisions/ARCHIBALD_ESTATES_PLATJ.pdf	11/3/2020	Complete	47	27	0	74	0	74
Mathison Apt. Phase 1	400 West 300 North	Site plan is not recorded	9/14/2020	Complete	0	0	152	152	0	152
Mathison Apt. Phase 2	400 West 300 North	Site plan is not recorded	9/14/2020	Under Construction	0	0	152	152	152	0
Tremonton Place Phase 2	960 South Tremont Street	https://gis.boxeldercounty.org/Subdivisions/TREMONT_PLACE_SUBD_PH2.pdf	4/7/2020	Complete	13	0	0	13	0	13
Tremonton Place Phase 3	930 South Tremont Street	https://gis.boxeldercounty.org/Subdivisions/TREMONT_PLACE_SUBD_PH3.pdf	4/7/2020	Complete	15	0	0	15	0	15
Aspen Ridge Townhomes Phase 1	200 West 1200 South	https://gis.boxeldercounty.org/Subdivisions/ASPEN_RIDGE_PH1.pdf	4/22/2020	Complete	0	43	0	43	0	43
Aspen Ridge Townhomes Phase 2	250 West 1200 South	https://gis.boxeldercounty.org/Subdivisions/ASPEN_RIDGE_PH2.pdf	4/23/2020	Complete	0	36	0	36	0	36
2021										
Spring Acres Phase 7	2800 West Valley View Drive	https://gis.boxeldercounty.org/Subdivisions/SPRING_ACRES_ESTATES_PH7.pdf	5/12/2021	Complete	6	0	0	6	0	6
Archibald Est. Phase K	930 North 900 West	https://gis.boxeldercounty.org/Subdivisions/ARCHIBALD_ESTATES_PLT_K	4/7/2021	Complete	27	0	0	27	0	27
Archibald Est. Phase L	910 North 900 West	https://gis.boxeldercounty.org/Subdivisions/ARCHIBALD_ESTATES_PLAT_L.pdf	10/20/2021	Complete	0	47	0	47	0	47
Archibald Est. Phase M	980 West 960 North	Recorded, file not available on website	10/20/2021	Complete	0	59	0	59	59	0
Holmgren East Phase 8	422 North 775 East	https://gis.boxeldercounty.org/Subdivisions/HOLMGREN_ESTATES_EAST_PH8.pdf	2/9/2021	Complete	2	0	0	2	0	2
Harvest Acres Phase 1	300 West 1250 South	https://gis.boxeldercounty.org/Subdivisions/HARVEST_ACRES_SUB_PH1.pdf	6/9/2021	Under Construction	13	0	0	13	13	0
Abigail Townhomes	450 North 2650 West	https://gis.boxeldercounty.org/Subdivisions/ABIGAIL_TOWNHOMES_PH2.pdf	2/8/2021	Complete	0	4	0	4	0	4
Magnolia Lane Sub.	600 North Tremont Street	https://gis.boxeldercounty.org/Subdivisions/MAGNOLIA_LANE_SUBD.pdf	12/6/2021	Under Construction	4	0	0	4	4	0
2022										
Archibald Est. Phase N	980 West 880 North	https://gis.boxeldercounty.org/Subdivisions/ARCHIBALD_EST_PLT_N.pdf	2/14/2022	Under Construction	37	0	0	37	37	0
Aspen Ridge, Phase 3	250 West 950 South	https://gis.boxeldercounty.org/Subdivisions/ASPEN_RIDGE_PH3.pdf	6/15/2022	Under Construction	0	42	0	42	42	0
Aspen Ridge, Phase 4	200 West 950 South	https://gis.boxeldercounty.org/Subdivisions/ASPEN_RIDGE_PH4.pdf	8/31/2022	Under Construction	0	42	0	42	42	0
				Units Planned and Under Construction	**237**	**300**	**304**	**841**	**360**	**481**

EXHIBIT "C"

Tremonton City

Job Title:	Zoning Administrator
Department:	Community Development
Location:	102 South Tremont Street, Tremonton Utah
Pay Level:	C-1
Physical Demands:	Category II – Light Work as per the Pre-Employment Evaluation Program

Job Description

Employment Status	Employment Classification	Required Equipment
Exempt	Full-time	City Vehicle
X Non Exempt	Part-time	X Cell Phone
Safety Sensitive	Part-time Recreation	Pager
On Call	Temporary/Emergency	Personal Protective Equip.
Public Safety	Firefighter/EMT	
Independent Contractor	Benefits	
	X Contract	

Job Summary

Performs technical, administrative and corresponding duties related to zoning.

Supervision

Given: None

Received: City Manager

Essential Duties

- Coordinates development proposals with the applicant and other City Departments, which includes but is not limited to: water, sewer, stormwater, traffic, fire, parks, and engineering to assure that all applicable development standards are met.
- Facilities the processing of submitted development applications, including when a complete application has been submitted and scheduling land use applications to be on the Planning Commission agenda.

- Serves as the chairperson for the Development Review Committee meetings, sets the agenda for this meeting, and coordinates with applicants who desire to be on the agenda.
- Answers questions regarding zoning, development, and processing of applications.
- Responds to various zoning problems or complaints, evaluates the problem's nature, and determine conformance to City zoning.
- Attends Planning Commission and other public meetings as required and makes oral reports in these meetings on zoning and subdivision issues.
- Coordinates the recording of plats and development agreements.
- Coordinates the release of a developer's financial guarantee for the construction and warranty of public improvements.
- Conducts field inspections of projects under construction for compliance with City ordinances, development agreements, and conditions of approval imposed by the City.
- Is the Land Use Authority for specified development applications contained within the Land Use Code.
- Proposes and facilitates minor amendments to the City's Land Use Code
- Interprets the Land Use Code and maps if another body is not identified in the Land Use Code
- Full fills all of the duties contained within Title 1, Chapter 4 of the Tremonton Land Use Code, which includes:
    - Enforce Titles I, II, and III and all provisions thereof and shall do so by any legal means.
    - Advise the Building Official on the issuance of Building Permits relating to requirements in Titles I, II, and III.
    - Inspects the uses of buildings, structures, or land to determine compliance with these Titles or any Conditions issued with a development permit. Such inspections shall be made at reasonable times.
    - Issue Notices of Violation wherever building, land, or development permits are being used contrary to the provisions of Titles I, II, and III. (This shall be done by serving notice in writing on any person engaged in said violation and posting such notice on the premises.)
    - Inform the City Council of significant Title violations and recommend specific courses of action with regard to each violation.
    - Maintain a file of Title violations and action to be taken by the City Council on such violations.
    - Interpret codes and maps if another body is not identified. The Zoning Administrator is authorized to forward issues to the Planning Commission for Interpretation.
- Organizes development application files.
- Other duties as assigned.

Knowledge, Skills & Abilities

Knowledge of:

- Correct spelling, vocabulary, and arithmetic.
- Principles of public relations.
- Principles of management of a budget.
- Principles of planning, zoning, and development processes.

Skills in:

- Well-developed sense of strategy and timing.
- Frequent contacts involving the carrying out of programs and schedules.

Ability to:

- Interpret zoning codes uniformly and consistently.
- Work effectively with developers and builders.
- Communicate effectively verbally and in writing.
- Prioritize tasks.
- Work well under pressure.
- Establish effective working relationships with employees and the public.
- Relate well with a variety of persons under varying circumstances.
- Represent the City with decorum in a manner that promotes public confidence in the City, its officials, and employees.
- Exhibit patience and empathy with persons holding hostile or opposing views.
- Maintain professional confidences.
- Constructively and creatively solve problems and resolve disputes.
- Understand and follow the Land Use Development and Management Act contained in Utah Code Title 10, Chapter 9a and Tremonton City Land Use Code, and other City ordinances and policies.

Physical Demands

- Typically sit at a desk or table.
- Frequently lifting of up to ten pounds and occasional lifting of up to 25 pounds.
- Occasional bending, stooping, lifting
- Work for sustained periods of time, maintaining concentrated attention to detail.
- Essential functions utilize abilities in talking, hearing, and seeing.
- Mental application utilizes memory for details, verbal instructions, emotional stability, and discerning thinking.

Working Conditions

- Stressful, busy, and fast-paced.
- Extensive contact with people.
- Work is performed in an office or other environmentally controlled room.

Education & Experience

- A high school diploma or equivalent is required.
- Four (4) years experience in a related field.
- A Bachelor's Degree in a related field is preferred.
- The City may consider any combination of education and experience that would likely provide the required knowledge, skills, and abilities.

Special Requirements

- A one-year probationary period is a prerequisite to this position.
- Must have a valid Utah driver's license.
- Successful completion of a pre-employment drug screening is required.
- Successful completion of a pre-employment physical is required.
- Successful completion of criminal background check is required.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time. Tremonton City is an EEO/ADA employer.