



## Senior Planner

**Department: Development Services**

**SUMMARY:** Applies professional knowledge and skills to various municipal planning problems and projects; provides information and assistance to developers and the public on planning-related matters. Reviews and processes development permits and zoning cases. Provides support, recommendations and advice to building and code staff, outside agencies, departments, commissions, boards and council. Reports to a more senior level planner.

**ESSENTIAL FUNCTIONS:** *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

Respond to inquiries from various agencies regarding City planning and zoning; answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints concerning the City's planning function;

Coordinate and review various types of zoning cases including but not limited to re-zonings, text amendments, General Plan amendments, sub-divisions, conditional use permits, annexations, administrative use permits, preliminary reviews, land-splits, variances, zoning interpretations and zoning letters. Make recommendations regarding the zoning cases;

Administer, review plans and provide planning division approval/denial for small and large scale residential, commercial and industrial development proposals;

Prepares ordinance provisions for consideration by the Planning and Zoning Commission and City Council;

Review commercial, industrial and residential development plans for compliance with applicable codes and ordinances; process permit applications, and coordinate City planning activities with outside departments and agencies;

Attend meetings with various departments, Planning and Zoning Commission, City Council and outside agencies;

Advise building and code staff on matters such as land use, landscaping, zoning interpretations and violations.

Serve as project lead for the general plan and other long-range plans and studies;

Assist in directing/coaching planners and interns.

Support the City's policies, goals and objectives and work with management and other staff to ethically achieve such goals and objectives; ensure compliance with safety procedures.

## **KNOWLEDGE AND SKILLS:**

### **Demonstrated Knowledge of:**

City and Department procedures, policies and guidelines; City Code; building and land development codes and ordinances; Arizona Revised Statutes.

Principles and practices of urban planning and development.

Basic management principles and techniques, mediation methods and techniques; various research databases and information sources.

AICP Code of Ethics and Professional Conduct.

### **Skill in:**

Establishing and maintaining cooperative working relationships with coworkers and other individuals in contact during the course of work; communicating clearly and concisely; public speaking and presenting.

Exercising professional telephone etiquette and in-person communications with distressed citizens; demonstrating good judgment and making sound decisions in stressful situations.

Assessing, prioritizing and completing multiple tasks and demands simultaneously.

Applying professional planning principles, theories and techniques.

## **MINIMUM QUALIFICATIONS:**

Graduation from a college or university accredited by an agency recognized by the U.S. Secretary of Education or Council for Higher Education Accreditation (CHEA) with a Bachelor's degree in urban, environmental or regional planning, geography, design, or a closely related field, and four (4) years paid fulltime or its part time equivalent experience as a professional planner, six (6) months of which was in a lead capacity; OR an equivalent combination of education and experience.

## **LICENSE, CERTIFICATION AND/OR SPECIAL REQUIREMENTS:**

Candidates who are selected for appointment may be fingerprinted, if 18 or older; successfully complete a background investigation, employment verification and may be subject to a drug/alcohol test, medical, polygraph and/or psychological evaluation. Candidates who are appointed will be required to possess a valid driver's license to operate a vehicle in Arizona, or meet the transportation needs of the position.

*Must possess certification from American Institute of Certified Planners (AICP), or obtain certification within two (2) years of appointment*

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Majority of work to be performed in a standard office environment with some inspections to be performed outdoors and in various types of buildings. May require frequent standing, walking, bending, stooping, sitting and frequent operation of a personal computer. May be required to perform a full range of motion with lifting and/or carrying items weighing up to 25 pounds. Operation of a vehicle is required.

Adopted: April 2000

Revised: Mar, 2010; Nov, 2014; April 2015; June 2019