



COCONINO COUNTY
invites applications for the position of:

Long Range Planner: Community Development (0816)

An Equal Opportunity Employer

<u>SALARY:</u>	Hourly: \$23.79 - \$34.98 Annually: \$49,478.00 - \$72,761.00
<u>OPENING DATE:</u>	08/24/16
<u>CLOSING DATE:</u>	Continuous
<u>NATURE OF WORK:</u>	Under general supervision performs work of considerable difficulty in county planning; performs other duties as assigned.
<u>TYPICAL DUTIES:</u>	(Illustrative Only) <ul style="list-style-type: none">• Manages the development and implementation of area and/or transportation plans, amendments to County zoning ordinances, and updating of zoning maps• Represents the County on inter-agency working groups and with outside agencies• Presents cases to Planning and Zoning Commission and Board of Adjustment<ul style="list-style-type: none">• Meets with developers and property owners• Works with citizen groups and individuals on planning related issues• Administers various ordinances and plans for development review, subdivisions, rezoning, conditional use permits, and variances• Prepares and maintains records and reports• Conducts site plan review to ensure compliance with ordinance requirements• Other duties as assigned <p>Essential functions of this position include: driving, sitting at desk, posting notices on properties for casework, working with and around others; hearing and speech for communicating; finger dexterity to work on keyboard for writing reports and correspondence.</p>
<u>MINIMUM QUALIFICATIONS:</u>	Bachelor's degree in planning, geography or a related field and three years of related experience; OR, any combination of education, training or experience which demonstrates the ability to perform the duties of the position. Must obtain an Arizona driver's license by date of hire and maintain it throughout employment. Final job offer will be contingent upon a

satisfactory 5-year Arizona Motor Vehicle Report and successful completion of a background check.

Preferences: American Institute of Certified Planners (AICP)

This position is non-exempt from overtime.

**KNOWLEDGE,
SKILLS AND
ABILITIES:**

- Considerable knowledge of:
 - Principles, practices and techniques of planning and zoning
 - County, state and federal laws pertaining to County planning and zoning and/or transportation planning
 - Land use ordinances and regulations

- Working knowledge of:
 - Graphic techniques and interpretation of topographic maps
 - Basic statistical methods
 - Computer applications

- Ability to:
 - Represent the County on planning and/or transportation issues to citizens' groups and other governmental entities
 - Accurately interpret and evaluate planning and land use issues, laws, requirements and objectives
 - Work safely and support the culture of workplace safety
 - Establish and maintain effective working relationships with employees, other agencies and the public
 - Follow written and verbal instructions
 - Communicate effectively, orally and in writing

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.coconino.az.gov>

ALTERNATIVE FORMAT MAY BE OBTAINED AT:

420 N. San Francisco Street

Flagstaff, AZ 86001

Tel: 928-679-7100

Fax: 928-679-7101

recruiter@coconino.az.gov

Job #0801715

LONG RANGE PLANNER: COMMUNITY DEVELOPMENT (0816)

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Long Range Planner: Community Development (0816) Supplemental Questionnaire

* 1. Do you have a bachelor's degree in planning, geography or a related field and three years of related experience? If so, please be certain it is included on your application.

Yes No

- * 2. Do you have experience writing, revising and updating zoning, subdivision and other development codes and regulations, ensuring compliance with state legislation? If yes, please explain.
- * 3. Do you have experience with creating, revising and updating local government comprehensive plans, regional plans and area plans? If yes, please explain.
- * 4. Do you have experience in developing and executing citizen engagement programs associated with the updating of plans, codes and regulations? If yes, please explain.
- * 5. Do you have experience developing and giving presentations to appointed and elected local government officials? If yes, please explain.
- * 6. Do you have experience managing rural local government planning projects with sustainability components and multiple stakeholders? If yes, please explain.
- * Required Question