



City of Phoenix

Employment Opportunity Planner III

phoenix.gov/jobs

ABOUT THIS POSITION

This position is responsible for supervising professional staff in the Zoning Administration section of the Planning Division and managing various administrative processes/issues, participating in interdepartmental committees and reviewing staff reports. Other responsibilities include providing technical advice and assistance in gathering information and making analyses, recommendations, and presentations of planning related matters. Critical customer service and processes overseen by this position include support of the Zoning Counter, Village Planning Committees, rezoning analysis, zoning adjustment, and special projects. The incumbent will also be responsible for ensuring critical functions and time frames necessary to department operations and legal requirements are met by staff. There is currently one Principal Planner in the Current Zoning Section who would oversee both Current Zoning and Zoning Administration. This position would work in cooperation with the current Principal Planner.

RECRUITMENT DATES

Recruitment may close when we have received a sufficient number of qualified applications. First review of applications will occur on December 6, 2016.

SALARY

\$60,174 - \$89,856 annually. Appointment may be made above the minimum depending on qualifications.

JOB REQUIREMENTS

- Five years in urban planning, including three years at the skilled professional level (Planner II or equivalent).
- Bachelor's Degree in urban or city planning, landscape architecture, engineering, architecture, political science, or a related field.
- Only the highest qualified will be posted to the eligible to hire list.

PREFERRED QUALIFICATIONS– The job requirements listed above, plus:

- 5 years of planning experience with a focus on development project management, current planning activities or long range planning.
- Knowledge of local, state or federal requirements, with an emphasis on zoning ordinance and general plan implementation and updates.
- Experience in developing new procedures and policies to improve customer service.
- Experience in supervising Planners and managing projects and workload.

HOW TO APPLY

AA/EEO/D Employer - 135 N 2nd Ave, Phoenix, AZ 85003 Job Line: (602) 534 – JOBS (5627)

This publication can be provided in an alternative format upon request.

Call: (602) 495-5703 Fax: (602) 495-5498 TTY: (602) 261-8687



City of Phoenix

Employment Opportunity Planner III

phoenix.gov/jobs

Apply online by completing the required information and attaching your cover letter and resume. Please include your experience as it relates to the qualifications stated above.

YOUR COVER LETTER AND RESUME, PLUS ANY OTHER REQUESTED MATERIAL, MUST BE IN ONE ATTACHMENT. Only online applications are accepted for this position. The results of the resume screening process will be sent to your primary email address.

WHAT YOU NEED TO KNOW

- All finalists for positions are subject to a criminal background check applicable to the department or position.
- For other important information related to employment with the City of Phoenix, please visit: https://employee.phoenix.gov/Documents/Employment_Information.pdf
- If you need assistance applying for this job, please contact our HR Center at (602) 495-5700.

REFERENCE

Planner III, JC:18230, ID# 20891, 11/21/16, 6 months, AB, Benefits: 007, Q

City of Phoenix is an equal opportunity employer; our employees demonstrate superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.

AmeriCorps, Peace Corps, and other national service alumni who meet the required qualifications are encouraged to apply.