



# J O B   A N N O U N C E M E N T

Cochise County Department of Human Resources

1415 Melody Lane, Building F, Bisbee, AZ 85603 (520) 432-9700

[www.cochise.az.gov](http://www.cochise.az.gov)

## PLANNER I or II Community Development/ Planning & Zoning Department, Bisbee ANNOUNCEMENT #070416

**OPENED: Friday, July 8, 2016**

**CLOSES: OPEN UNTIL FILLED (may close at any time with or without notice)**

**SALARY: see below, plus a competitive benefits package**

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### **MINIMUM QUALIFICATIONS:**

#### **PLANNER I (\$36,220 - \$54,029 annually; this position is Non-Exempt under the Fair Labor Standards Act):**

Bachelor's Degree in urban or regional planning or a closely related field; one (1) year of professional planning experience required; OR, an equivalent combination of experience, education, and training which provides the desired knowledge, skills, and abilities of this classification; must possess and maintain a valid Arizona driver's license if position duties require.

#### **PLANNER II (\$40,872 - \$61,028 annually; this position is EXEMPT under the Fair Labor Standards Act):**

Bachelor's Degree in urban or regional planning or a closely related field; four (4) years of professional planning experience; OR, an equivalent combination of experience, education, and training which provides the desired knowledge, skills, and abilities of this classification; must possess and maintain a valid Arizona driver's license.

**TYPICAL DUTIES: (Illustrative Only) Planner I:** Coordinates the processing of rezoning applications, Board of Adjustment dockets and Special Use permits; reviews adjacent zoning and relevant factors; prepares reports evaluating the impact of rezoning actions and special use permits; presents oral and written reports to Boards, Commissions and citizens; explains zoning regulations and procedural requirements; researches, reviews, and assists in revision of county ordinances, rules, and regulations; maintains land planning records, files, and maps; performs research and data gathering for population, housing, land ownership, land use, and economic studies; reviews subdivision plans and master development plans; analyzes census data; conducts special studies as required. **Planner II:** Coordinates the processing of rezoning applications; Board of Adjustment dockets, and Special Use permits; presents oral and written reports to Boards, Commissions and citizens; reviews county ordinances; prepares publication of regular and special reports; analyzes research and statistical data on population, housing, land ownership, land use, and economic studies; consults with developers on specific development proposals; conduct primary research, surveys and land use inventories and formulate policies and recommendations for updates to the County's Comprehensive Plan and/or Area Plans; may be required to attend some nightly meetings; trains subordinate personnel.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

#### **Planner I**

##### **Knowledge of:**

- principles, practices and techniques of community planning and zoning;
- techniques of planning research and its application;
- county, state and federal laws pertaining to community planning, industrial development, and community conservation;
- land use regulations and codes;
- graphic techniques and topographic mapping;
- basic statistical methods;
- computer applications.

##### **Skill in:**

- applying the principles and practices of urban and regional planning;
- compiling statistical information and preparing technical reports;
- interpreting planning requirements and objectives to interested groups and the general public.

**Ability to:**

- conduct research on economics, social and physical planning problems;
- interpret and apply laws pertaining to county planning;
- establish and maintain effective working relationships with employees, other agencies, and the public;
- follow written and verbal instruction;
- communicate effectively verbally and in writing.

**Planner II****Considerable knowledge of:**

- principles, practices and techniques of community planning and zoning;
- techniques of planning research and its applications;
- county, state and federal laws pertaining to community planning, industrial development, and community conservation;
- land use regulations and zoning codes;
- graphic techniques and topographic mapping;
- principles and practices of administration and supervision;
- statistical methods.

**Good knowledge of:**

- principles and practices of supervision.

**Considerable skill in:**

- applying the principles and practices of urban and regional planning;
- compiling statistical information and preparing technical reports;
- interpreting planning requirements and objectives to interested groups and the general public;
- conducting research on economics, social and physical planning problems.

**Ability to:**

- interpret and apply laws pertaining to county planning;
- meet and deal tactfully with the public;
- establish and maintain effective working relationships with employees, other agencies, and the public;
- follow written and verbal instruction;
- communicate effectively verbally and in writing.

**HOW TO APPLY**

**You may apply on-line through our website ([www.cochise.az.gov](http://www.cochise.az.gov)) or by sending a completed application form to Cochise County Dept. of Human Resources, 1415 Melody Lane, Bldg. F, Bisbee, AZ 85603. Also, applications may be downloaded from our website in both Word and PDF format. Applications must be received in this office no later than 5 p.m. Mountain Time on the closing date of the announcement in order to be considered. Faxed applications or email applications not submitted on-line through our website will not be considered. Also, resumes will not be accepted in lieu of a completed application. The applicant must clearly demonstrate on the application form that they meet the minimum qualifications for the position.**

**Cochise County is an Equal Opportunity Employer**