



City of Phoenix

Employment Opportunity Planner III

phoenix.gov/jobs

ABOUT THIS POSITION

This position is responsible for supervising planners conducting project reviews and facilitating service at the public counter. At times, the Planner III will be assigned complex Site Plan reviews to ensure deadlines are met. Knowledge in the zoning ordinance as well as the development process is ideal to serve as the primary contact for junior staff to provide technical advice, include assigning projects to team, managing group workloads to ensure time frames necessary to department operations and legal requirements are met, auditing completed plan review files, and research projects that will require final decisions regarding technical and process issues for development projects.

Currently, there are two vacancies in Planning and Development within the Site Plan Review Division.

Planner III Major Reviews-

Oversee staff who are responsible for reviewing major projects as well as oversee the Hillside and Landscape review functions. This involves oversight of the contracted landscape review program and coordination of PCD master plan reviews

Planner III Minor Reviews-

Will serve as the assigned Site Planning Counter Supervisor, review minor commercial site plans, construction plans for remodels and tenant improvements, and residential additions for compliance with the zoning and ordinance and other standards. Responsibilities also include primary manager of the 5-day site plan review program, will be assigned

RECRUITMENT DATES

Recruitment closes mm/dd/, 2017. All materials must be received by 11:59 p.m. on this date.

SALARY

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

Comprehensive benefits package includes: 1

1.5 paid holidays, 12 vacation days, 15 sick days, free bus/light rail pass, traditional pension and 457/401 plans, tuition reimbursement upon hire, choice of Blue Cross/Blue Shield or Cigna HMO, PPO. For more details, visit:

<https://www.phoenix.gov/hrsite/Benefit%20Category/007.pdf>

<https://www.phoenix.gov/copers>.

JOB REQUIREMENTS

AA/EEO/D/V Employer – 251 West Washington, Phoenix, AZ 85003 Job Line: (602) 534 – JOBS (5627)

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

Call: (602) 495-5700 TTY: (602) 261-8687



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- Five years in urban planning, including three years at the skilled professional level (Planner II or equivalent).
- Bachelor's Degree
- Only the highest qualified will be posted to the eligible to hire list.

PREFERRED QUALIFICATIONS– The job requirements listed above, plus:

- Bachelor's Degree in Urban Landscaping or architecture
- 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 or to clarify ordinance requirements.
- Experience in supervising Planners, technical staff and/or interns or volunteers and managing projects and workload.

HOW TO APPLY

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 Connection Center at (602) 495-5700.

REFERENCE

Planner III, JC:18230, ID# XX,07/03/17, 6 months, CP, 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.

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