



City of Phoenix

Employment Opportunity Assistant Planning and Development Director

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

ABOUT THIS POSITION

The Assistant Planning and Development Director is responsible for organizing, planning, directing, and managing the activities of various divisions of the Planning and Development Department by managing the safe development of buildings and infrastructure through enforcement of the city's building and city codes; issuing permits; conducting construction inspections; issuing of Certificates of Occupancy; managing the physical growth of the City through the Phoenix General Plan; and administering zoning ordinances.

This position works closely with division heads, team leaders and inspection supervisors in providing technical oversight on issues and problems relating to interpretation and application of codes, ordinances and policies regarding planning, development, construction and inspection. Duties include working with developers, residents, departmental representatives, and the Mayor and City Council offices to resolve problems related to development and city planning. This position exercises considerable initiative and independent judgment and works under the general supervision of the Planning and Development Director. The incumbent in this position is expected to resolve problems of a professional and technical nature and must effectively solve problems facing department management while managing competing priorities.

RECRUITMENT DATES

First review of applications will occur August 30, 2017. This recruitment may close when we have received a sufficient number of qualified applications.

SALARY

\$82,014 - \$139,443 annually. Appointment may be made above the minimum depending on qualifications.

Comprehensive benefits package includes: \$5,220/yr car allowance, \$1,200/yr cell phone allowance, 11.5 paid holidays, 12 vacation days, 15 sick days, free bus/light rail pass, traditional pension, 457/401 plans (City contributes 8.5% of salary with no matching required), 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/010.pdf>

JOB REQUIREMENTS

- Five years of experience in public sector development services, planning, or public administration, including two years supervising professional staff;
- A bachelor's degree in urban planning, engineering, architecture, public or business administration, or a related field;
- An equivalent combination of relevant experience and education may be considered;
- City of Phoenix residency is required within 24 months after the date of hire and must be maintained.

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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- Only the highest qualified will be posted to the eligible to hire list.

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.**

During the online application process, you will need to provide responses to the following open-ended questions (the system allows copying/pasting into the answer fields):

- List related job titles and employers of current/previous jobs.
- In your most recent (or most related position), indicate the number, level, and classification of employees you have supervised on an ongoing basis. If you manage a large staff, you may summarize numbers and types of staff.
- To better understand your planning and/or development role(s), please provide any relevant metrics or demographics you feel best conveys the scope and complexity of the most recent or relevant organization in which you worked (such as population of the community you serve; geographic size of the planning area; number of construction permits issued per year; or number of inspections per year; etc.). Approximations are acceptable. Be sure to list your title and the name of the agency/employer.

Only online applications are accepted for this position. The results of the resume screening process will be sent to your primary email address. A comprehensive reference check will be conducted on the top finalists. The information submitted is subject to public disclosure if requested.

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://www.phoenix.gov/hrsite/Documents/Talent-Acquisition/Employment-Information.pdf>
- If you need assistance applying for this job, please contact our HR Connection Center at (602) 495-5700.

REFERENCE

Assistant Planning & Dev Dir, 60910, Grade 904, ID#24155, 08/16/17, 6 mos, KP, Benefits: Exec

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.

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