



VACANCY ANNOUNCEMENT

CITY OF FLAGSTAFF

"We Make the City Better"



Date Posted: September 15, 2017
Vacancy No: 088-17
Position Title: Current Planning Manager
Division / Section: Community Development/Planning & Development
Closing Date: October 6, 2017
Position Status: Full Time; FLSA Exempt; Benefit Eligible
Work Week: Monday – Friday; Some nights may be required; Winter Hours 8am-5pm;
Summer Hours 7am-4pm
Salary Range: Hiring Range: \$69,484.06 - \$86,873.59 Annually DOE
Full Salary Range: \$69,484.06 - \$104,263.12 Annually
Recruitment: AZ Daily Sun; AZ Republic; City website; Free websites

THE CITY OF FLAGSTAFF IS SEEKING A PROFESSIONAL, HIGHLY MOTIVATED AND ARTICULATE INDIVIDUAL TO JOIN OUR PLANNING AND DEVELOPMENT SERVICES SECTION AS THE CURRENT PLANNING MANAGER. THE SUCCESSFUL CANDIDATE WILL BE A POSITIVE INFLUENCE ON DAILY OPERATIONS, ENJOY WORKING WITH MEMBERS OF THE PUBLIC TO ADDRESS COMPLEX DEVELOPMENT RELATED ISSUES, AND BE COMFORTABLE LEADING A TEAM APPROACH TO SOLVING PROBLEMS. THE IDEAL CANDIDATE WILL HAVE A STRONG INTEREST IN MULTIPLE FACETS OF PLANNING, FORM BASED CODE, HOUSING, AND DEVELOPMENT REVIEW, WHILE EXHIBITING EXCEPTIONAL INTERPERSONAL SKILLS WITH THE PUBLIC, INTERDISCIPLINARY TEAMS, AND CONSULTANTS ALIKE.

ADDITIONAL INFORMATION:

Actively supports and upholds the City's stated mission and values. Performs highly responsible management, supervisor, and administrative work associated with the Current Planning Program of the Planning and Development Services Section.

Under the direct supervision of the Planning Director, employees of this class are expected to exercise a high degree of independent judgment, initiative, professional skills, knowledge, and leadership in the day-to-day implementation of the City's Zoning Code as it pertains to regulation and control of the City's development, growth, and design of buildings and sites. Provides leadership to the Current Planning Program using appropriate management techniques. An important aspect of this position is the accountability to the Planning Director to be in full accord with the Flagstaff Regional Plan 2030, Zoning Code, design standards, and all policies, procedures, laws, and ordinances relating to the program.

ADMINISTRATIVE DUTIES

- Supervisory: This job has full responsibility for supervision at the program level (hires, directs, schedules, transfers, promotes, rewards, disciplines, and terminates other employees).
- Budgetary: This job has full responsibility for budgeting at the program level (prepares, implements, and manages).
- Strategic Planning: This job has full responsibility for strategic planning at the program level (develops, implements, interprets, and manages long and short-term goals).
- Policies/Procedures: This job has full responsibility for policies and procedures at the program level (develops, implements, and interprets).
- Compliance: This job has partial responsibility at the program level (follows, assists in ensuring compliance with, and may enforce) Federal, State, and Local laws, rules, and regulations as well as City policies and procedures.
- Council Communications: This job has full responsibility for Council communication at the program level (assists with making recommendations and presentations, writing staff summaries, ensuring Performance Measures are met, and balancing needs with Council's adopted priorities and direction).

- Reporting: This job has partial responsibility for reporting to Federal/State/Local agencies at the program level (ensures reporting requirements are met, trains others on reporting requirements and methods, and addresses discrepancies in reporting).

EXAMPLES OF THE WORK PERFORMED (ILLUSTRATIVE ONLY)

- Provides excellent customer service to both internal and external customers.
- Supervise the Development Services Manager, Zoning Code Manager, Planning Development Managers and Associate Planner
- Provides staff support and reports to the Planning & Zoning Commission, City Council, and Board of Adjustments on developmental and design issues.
- Serves as staff liaison to the Planning & Zoning Commission and Board of Adjustments.
- Assigns applications and cases to staff, manages projects and programs; and coordinates the section's activities with other city divisions, organizations, local agencies, developers, and the general public.
- Establishes performance measures to improve delivery of services, changes in operations, working conditions, case assignments, staffing needs, quality of work, and efficiency of the section.
- Develops and maintains architectural design standards, frontage and building types, and development review process and procedures.
- Coordinates the processing of private and public development applications through the City's Interdivisional Staff review.
- Coordinates the Planner of the Day staff support at the front counter to assist citizens and developers with questions regarding development and design.
- Establishes individual schedules, communicates performance expectations, monitors progress, and evaluates project and staff performance results.
- Makes recommendations to the Planning Director on staffing decisions such as new hires, promotions, reclassifications, reorganizations and scheduling.
- Works with the Comprehensive Planning program and Economic Vitality staff in developing plans for specific areas of the city.
- Prepares and administers assigned budget in accordance with work program goals and objectives.
- Assist developers and the general public in proposed development applications, and with development problems related to planning and zoning.
- Coordinates and manages specific projects and committee responsibilities as assigned by the Planning Development Services Director.
- Keeps Planning Director advised of Current Planning activities through written and oral reports.
- Conducts high-level professional decisions and negotiations when preparing development agreements and recommendations in complicated staff reports.
- Serves as a member of the Community Development leadership team.
- Performs annual staff evaluations within the program.
- Other duties as assigned.

MINIMUM REQUIREMENTS

- Bachelor's Degree in planning or related field.
- Seven years of professional level planning experience, including three years of management experience.
- Five years of supervisory experience.
- Or any combination of education, experience, and training equivalent to the above Minimum Requirements.

DESIRED EXPERIENCE AND TRAINING

- Professional level experience specifically in development review and design review, project management, and staff management.
- American Institute of Certified Planners accreditation (AICP)
- Master's Degree in planning or related field desired

OTHER REQUIREMENTS

- Must possess, or obtain upon employment, a valid Arizona driver's license.
- Regular attendance is an essential function of this job to ensure continuity.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES (ILLUSTRATIVE ONLY)

- Ability to supervise professional and technical staff and establish and maintain effective, productive relationships in a team concept environment.
- Extensive knowledge in the practices, methods, and principles of urban planning and implementation techniques, especially as they related to growth, development, design review, zoning administration, project management and implementing form based codes.
- Ability to perform research, evaluate complicated statistical data, conduct independent investigations, provide recommendations, and to present facts and conclusions clearly in written, graphic, and oral form to developers, commissions, council, and the public at large.
- Extensive knowledge of the principles and practices of staff management and modern supervising techniques.
- Ability to direct, coordinate, and evaluate the work of professional planners as it relates to their assigned review projects.
- Ability to exercise considerable initiative and independent judgment.
- Ability to analyze the potential impact of development proposals.
- Ability to negotiate and problem solve.
- Ability to communicate and interact well with public, public officials, private groups, outside agencies, and companies.
- Ability to read, interpret, and apply laws, regulations, and policies and determine applicability especially as pertaining to City operations, policies, and programs.
- Ability to establish and maintain effective working relationships with other city employees, divisions, officials, developers, and the general public.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

- While performing the duties of this job, the employee is frequently required to sit, talk or hear, and is regularly required to stand, walk, use hands to finger/handle/feel, and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 50 pounds.
- Vision requirements for this position include close vision, distance vision, depth perception, and ability to adjust focus.
- Working conditions include occasional exposure to wet or humid conditions, work near moving mechanical parts, work in high precarious places, fumes or airborne particles, toxic or caustic chemicals, and outdoor weather conditions.
- The noise level in the work environment is usually moderate.

CLASSIFICATION INFORMATION

Range 115, C-5-1, FLSA exempt

PRE-EMPLOYMENT PHYSICAL REQUIREMENTS:

NONE

The City of Flagstaff is an Equal Opportunity/Affirmative Action employer.
All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected Veteran status.

For application materials:

Visit: Human Resources
Monday – Friday 8 AM – 4 PM at:
211 W. Aspen Ave., Flagstaff, AZ 86001
Call: (928) 213-2090 or
1 (800)-463-1389
Fax: (928) 213-2089
Website: www.flagstaff.az.gov
Email: human.resources@flagstaffaz.gov

**Applications are due to Human Resources by
4 PM AZ time on the closing date
regardless of the postmarked date.**

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