



## **CITY OF FLAGSTAFF**

Flagstaff is the largest community in the high country and is the county seat for Coconino County, the second largest county in the United States. A historic Route 66 town, Flagstaff is ideally located at the juncture of Interstate 17 and Interstate 40. Though still reflecting a small town atmosphere, it maintains a selective growth plan with new expansion programs underway.

The City of Flagstaff is Northern Arizona's Employer of Choice! Our City government is devoted to enhancing the quality of life of our citizens and the experience of the many visitors who are attracted to Northern Arizona.

### **Planning Development Manager**

**\$54,013.02 - \$78,021.01 Annually, DOE**

**Monday - Friday**

**Full-Time; FLSA Exempt; Benefits Eligible**

**Vacancy #: 003-17**

**Open Date: 01/20/17 - Apply By: 02/03/17**

Actively supports and upholds the City's stated mission and values. Provides case management duties associated with private development in general, and design review in particular on a project management basis, as well as handling special project in the planning area. Outstanding independent resource management and customer service ethics are essential.

Under the direction of the Current Planning Manager, employees of this class are expected to utilize independent judgment, initiative and professional skills and knowledge in the day-to-day implementation of the City's Flagstaff Zoning Code as it pertains to the orderly regulation and control of the City's development and growth. Assigned projects range from a standard to complex in nature. An important aspect of this position is its specialty in design review.

The Planning Development Manager position is a broadband series where incumbents are responsible for performing a wide variety of tasks. Duties range from routine to the most complex of planning development responsibilities requiring incumbents to take initiative, make judgment calls, and make decisions for the projects/processes for which they are assigned.

There are three zones within the broadband. The incumbent will have the opportunity to advance through the zones based on performance and value added to the organization.

This position is FLSA exempt.

### **EXAMPLES OF THE WORK PERFORMED:**

(These are a representative sample of duties required in all three zones; position assignments vary as the incumbent progresses through zones in the band).

- Provides excellent customer service to both internal and external customers.
- Serves as a single point of contact to manage project review and resource requirements.
- Coordinates Community Development staff resources and also other division staff as required.
- Works to further the City's and division's goals and mission.
- Answers questions regarding requirements of the Flagstaff Zoning Code, and the procedures for submitting development plans or proposals to the Development Review Staff, the Planning and Zoning Commission, and when necessary, to the Board of Adjustments or the City Council. Performs other duties of a similar nature or level.
- Researches and prepares staff background and recommendation reports for site plan reviews, conditional use permits, rezoning, Board of Adjustments, and other related matters, as assigned.
- Tracks and manages assigned projects from initial application or assignment, to final occupancy.



- Performs project management utilizing applicable components of the Regional Land Use and Transportation Plan and Flagstaff Zoning Code.
- Assists in the preparation of studies and reports on case management procedures and for changes in the Flagstaff Zoning Code.
- Attends meetings of boards, commissions, and City Council meetings and presents and explains Development Services division recommendations as needed.
- Provides information for field checks by the zoning enforcement staff in the enforcement of the Flagstaff Zoning Code.
- Assists clients in proposed development and zoning problems.
- Assists in collecting and analyzing data for future planning, as assigned.
- Participates in discussions and meetings with the general public.
- Resolves problems or issues with limited number of variables between the client and various staff involved with the development approval process.
- Provides work direction and assistance to the code enforcement section, as assigned by the Current Planning Manager.
- Reviews site plans, subdivision plats, building permits, and grading and drainage plans, as assigned.
- Develops and maintains project records.
- Performs related duties as required.
- Regular attendance is an essential function of this job to ensure continuity.

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

- Knowledge of principles and practices of project management.
- Knowledge of municipal planning, plans review, permitting, and inspection processes and procedures.
- Knowledge of the principles and practices of urban design, planning review design, and architectural design.
- Knowledge of the principles and practices of zoning and zoning administration.
- Knowledge of economics, sociology, and municipal finance as applied to city planning.
- Ability to perform research, makes independent investigations, and applies the land development regulations to construction and development proposals.
- Ability to evaluate statistical data and to present facts and conclusions clearly in written, verbal, and graphic form.
- Ability to present and explain development services division decisions that may be controversial in nature.
- Ability to maintain a high degree of organization and attention to detail in managing project management assignments.
- Demonstrated ability to represent the city and the development services division in a mature and professional manner when dealing with developers, contractors, architects, officials, other agencies, and the general public.
- Ability to anticipate issues and is a self-starter.
- Ability to establish and maintain effective working relationships with other employees, city officials, outside agencies, and the general public.

#### **MINIMUM REQUIREMENTS:**

- Bachelor's degree in Planning, Architecture, or related field.
- 3 years of professional level planning experience.
- Any combination equivalent to the minimum requirements listed above.

#### **DESIRED EXPERIENCE AND TRAINING:**

- Experience specifically with zoning and subdivision codes, and project management.
- Experience specifically associated with design review processes related to building and site design.

#### **OTHER REQUIREMENTS:**

- Must possess or obtain upon employment a valid Arizona driver's license.



**PRE-EMPLOYMENT PHYSICAL REQUIREMENT:**

- Background check required.

**TO APPLY ONLINE:**

In order to apply for this position you will have to fill out a City of Flagstaff application on our website. Visit our website to apply or for more information on this position and other opportunities. You will find complete job descriptions, requirements and application information at: <http://www.flagstaff.az.gov/jobs>

**NOTE: Applications are due to the Human Resources department by 4PM on the closing date regardless of the postmarked date.**

**TO APPLY IN PERSON:**

Applications are available and can be turned in at: 211 W. Aspen Ave., Flagstaff, AZ 86001

Call our general information line at (928) 213-2090 or (800) 463-1389 to request an application by mail. Fax your resume to (928) 213-2089 or E-mail: [humanresources@flagstaffaz.gov](mailto:humanresources@flagstaffaz.gov)

**Additional information about current and open job vacancies can also be found by calling our job line at (800) 463-1389.**

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.

**Paid Holidays • Paid Vacation Days • Paid Sick Days • Health/Dental/Life/Vision Insurance**