



CITY OF GLENDALE (AZ)
invites applications for the position of:

Planner

SALARY:	\$57,241.00
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	\$85,862.00
	Annually
OPENING DATE:	03/08/17
CLOSING DATE:	Continuous

DESCRIPTION:

Performs professional planning work and acts as Project Manager on complex planning and development projects for the Planning Department.

ESSENTIAL FUNCTIONS:

1. Manages complex planning and development projects which includes management of formal and informal project teams. Assembles teams, defines scope and schedule for review, sets performance objectives, makes assignments, monitors progress, reviews the work of an interdisciplinary team, resolves issues and conflicts, reports findings and recommendations, documents approvals and is accountable for project process and the end product.
2. Evaluates requests for rezoning, use permits and variances, and prepares staff recommendations and stipulations for approval.
3. Prepares and presents reports to Planning Commission, Board of Adjustment, Historic Preservation Commission and City Council and neighborhood groups.
4. Prepares amendments to the City's General Plan, and specific area plans.
5. Reviews preliminary and final plats design plans and construction plans, and conducts final site inspection for approval on residential, commercial and industrial development projects.
6. Conducts research and analysis, evaluates findings, identifies significant issues and develops staff recommendations on routine complex projects.
7. Meets with property owners, attorneys, developers and other design professionals to discuss and resolve planning and development issues, and exercises discretion in problem solving and negotiating agreements.
8. Provides technical support, information, and guidance to property owners, developers, other City departments, other staff members and elected and appointed officials on adopted ordinances policies, plans, and procedures.
9. Conducts public meetings with neighborhood groups and special interests.
10. Drafts ordinance amendments and design guidelines.
11. Compiles data on population, housing and development trends, provides data analysis and population/housing projections, and prepares reports on land use, demographic and development trends for use in policy decisions by other City departments, the City Management team, and the City Council.
12. Represents the Planning Department on various intergovernmental committees on regional planning and development matters.
13. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS & SPECIAL REQUIREMENTS:

Bachelor's degree in Urban Planning, Urban Design, Geography, Landscape Architecture, or a related field, and two years' experience in planning, project review or a related community development activity. A Master's Degree in Urban Planning or a related field is preferred.

Knowledge of:

The principles, practices, and methods used in urban planning and available implementation techniques
Data gathering and research methods, data review, reporting and presentation
Development issues and concerns, neighborhoods, public participation techniques, and the development process
Land use law, zoning and subdivision regulations
Urban design and site design principles, and the related fields of Civil Engineering, Traffic Engineering, Architecture and Landscape Architecture
City policies and procedures related to land use and development
Project management and organization principles

Ability to:

Apply planning principles to work assignments, implement City ordinances and policies. Review site plans and architectural elevations, and analyze the potential impact of development proposals
Plan, organize, and manage the activities of project teams, and multiple projects to completion
Conduct research, compile data, analyze findings, identify key issues, and prepare professional recommendations
Communicate effectively verbally and in writing
Establish and maintain effective working relationships with co-workers, citizens, business owners, City officials, upper management, Attorneys, other design professionals, and developers
Exercise initiative and independent judgment
Provide quality customer service

Any equivalent combination of training and experience that provides the required knowledge, skills and abilities is qualifying.

Special Requirements

Valid Arizona's driver's license.

APPLICATIONS	MAY	BE	FILED	ONLINE	AT:	Position #2017 -01114
http://www.glendaleaz.com						PLANNER
5850	W.		Glendale		Ave.	LB
Glendale,		AZ			85301	
623-930-2270						
dburson@glendaleaz.com						

Planner Supplemental Questionnaire

- * 1. This position requires a Bachelor's degree in Urban Planning, Urban Design, Geography, Landscape Architecture, or a related field, and two (2) years of experience in planning, project review or a related community development activity, OR, four (4) years of experience in planning, project review, or a related community development activity. Do you meet this requirement?
Yes No

- * 2. PLEASE DO NOT LIST REFER TO RESUME: Briefly describe your experience. (years of experience and types of projects)
Yes No

* 3. Do you possess a Master's Degree in Urban Planning or a related field?

Yes No

* Required Question