



## Senior Planner

Starting Salary: \$55,802.00

**POSITION SUMMARY:** Under general supervision, reviews, participates and assists in the planning, zoning and permitting activities of the Planning Division.

### **ESSENTIAL FUNCTIONS:**

- Receives and processes applications for General Plan Amendments, rezonings, conditional use permits, variances, conceptual and final site plans, and subdivision plats.
- Prepares and processes zoning code amendments.
- Interprets and applies Town, State and Federal regulations and Division policies and procedures to planning projects.
- Provides planning information and interpretation for staff, other departments, developers, contractors, boards and commissions, Town Council and the public.
- Conducts site inspections and researches, analyzes, and compiles technical and statistical information/data for the use of developing land.
- Analyzes, composes, documents and recommends planning and zoning improvements and findings.
- Prepares advanced level technical analysis, reports, graphics and presentations for public hearings and/or meetings.
- Provides advanced level oral presentations for public hearings and/or meetings.
- Facilitates neighborhood meetings and other outreach efforts.

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

- Knowledge of applicable Town, state and Federal statutes, rules, ordinances, codes and regulations governing planning and zoning.
- Knowledge of planning, zoning and permitting guidelines and regulations.
- Knowledge of planning, zoning and environmental documentation methods and techniques.

- Knowledge of computer software programs including MS Office Suite and GIS.
- Skill in performing site inspections.
- Skill in working within deadlines to complete projects and assignments.
- Advanced level skill in oral and written communication.
- Skill in establishing and maintaining effective working relationships.
- Skill in utilizing basic facilitation and mediation skills.

***MINIMUM QUALIFICATIONS:***

- A Bachelor's degree in Planning or related field. A Master's Degree and AICP degree preferred.
- Three (3) years' experience in planning and zoning; OR an equivalent combination of education and experience.

***ENVIRONMENTAL FACTORS AND WORKING CONDITIONS:***

- Work is performed in indoor and outdoor environments.

PLEASE GO TO THE FOLLOWING WEBSITE TO COMPLETE AN ONLINE APPLICATION:

<https://www.governmentjobs.com/careers/orovalley>

If you need to contact us you can call (520) 229-4753; or e-mail at [lseder@orovalleyaz.gov](mailto:lseder@orovalleyaz.gov)