



City of Phoenix

Employment Opportunity *Principal Planner*

phoenix.gov/jobs

ABOUT THIS POSITION

This Principal Planner position is the technical lead in the Site Planning Division of PDD. This involves oversight of site plan review, the Site Planning Counter, Hillside reviews, and Landscape reviews. The Principal Planner supervises two Planner III positions who are the direct supervisors of the counter and review staff.

The Principal Planner reports to the Site Planning Team Leader and is primarily responsible for ensuring review turnarounds are met; identifying technical training needs and providing required staff training; and researching projects as assigned. Depending on qualifications, oversight of the PCD Master Plan process may be assigned to this position. A demonstrated ability to provide technical information in a manner that is professional, to various audiences is highly desirable.

Currently there is one vacancy in the Planning and development Department. This eligible listing may be used for future opportunities by the department.

RECRUITMENT DATES

Recruitment closes 8/7/17. All materials must be received by 11:59 p.m. on this date.

SALARY

\$66,518 - \$99,195 annually. Appointment may be made above the minimum depending on qualifications.

Comprehensive benefits package includes: 11.5 paid holidays, 12 vacation days, 15 sick days, free bus/light rail pass, traditional pension and 457/401 plans, 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/007.pdf>

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

JOB REQUIREMENTS

- Six years of professional level experience in urban planning, including one year urban planning supervisory experience (Planner III or equivalent).
- Bachelor's Degree
- Only the highest qualified will be posted to the eligible to hire list.

PREFERRED QUALIFICATIONS– The job requirements listed above, plus:

- Bachelor's Degree in Urban Planning, Landscape Architecture, or Architecture

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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- Knowledge of local, state or federal requirements, with an emphasis on zoning ordinance and general plan implementation and updates.
- Experience in developing new procedures and policies to improve customer service or to clarify ordinance requirements.
- Experience in supervising Planners, technical staff and/or interns or volunteers and managing projects and workload.

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. Only online applications are accepted for this position. The results of the resume screening process will be sent to your primary email address.

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

Principal Planner, JC:18240, ID# 23903, 07/24/17, 6 months, CP, Benefits: 007, Q

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.

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