



PINAL COUNTY
wide open opportunity

PINAL COUNTY
invites applications for the position of:

Planner, Senior

SALARY: \$25.78 - \$29.32 Hourly
\$2,062.27 - \$2,345.83 Biweekly
\$4,468.25 - \$5,082.63 Monthly
\$53,619.00 - \$60,991.50 Annually

OPENING DATE: 03/08/16

CLOSING DATE: Continuous

DESCRIPTION:

JOB SUMMARY

Review and process rezoning, planned area developments, comprehensive plan amendments, and related development requests, provide customer service, perform basic file research and records maintenance, and perform complex research and planning studies under general supervision.

EXAMPLE OF DUTIES:

Work in this classification requires an individual to be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary classification functions herein described. Since every duty associated with this classification may not be described herein, employees may be required to perform duties not specifically spelled out in this classification description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this description.

TYPICAL CLASSIFICATION ESSENTIAL DUTIES:

- Review and process rezoning, planned area developments, comprehensive plan amendments, and related development requests and maintain planning documents and planning and development codes.
- Review land use and development proposal plans, site plans, and subdivision improvement plans for compliance with applicable zoning code requirements.
- Research files, maintain records and filing systems, and update computer database and website.
- Manage research and planning studies.
- Provide customer service and answer inquiries from the public within scope of authority, and explain guidelines, procedures, policies, and applicable state statutes and ordinances, which govern the planning and zoning processes.
- Provide information and assistance on County codes, land development regulations, zoning issues, application process, and procedural issues, research customer concerns, and initiate problem resolution.
- Process applications for concept review.
- Review plans for landscape revisions.
- Review and evaluate field site for upcoming zoning cases.
- Maintain absolute confidentiality of work-related issues, customer records, and restricted County information.
- Perform other related duties as required.

SPECIFIC JOB FUNCTIONS RELATED TO THE POSITION:

- Develop and present recommendations on various development permits and applications; prepare appropriate reports.
- Conduct hearings and make recommendations on requests for variances and use permits.
- Exercise responsibility for a major aspect of planning such as area plan development, standards for urban and rural areas, analyzing planning areas for Federal fund eligibility, or evaluating public input to major project plans and building informed public consensus.

- Confer with engineers, developers, architects, a variety of agencies and the general public in acquiring information and coordinating planning and zoning, architectural, landscape planning and design or transportation matters; provide information regarding County development requirements.
- May provide lead and technical assistance to professional and technical planning staff; may assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures; provide or coordinate staff training; work with employees to correct deficiencies.
- Accept and analyze development applications; prepare appropriate noticing and advertising; attend public hearings and follow up on matters requiring a zoning administration decision.
- Review, interpret and apply codes, laws and regulations to land use and development proposal plans, site plans, landscape plans, construction permits and subdivision improvement plans for compliance with applicable code requirements.
- Conduct and supervise planning studies in the community to gather data for evaluating current and long-range zoning, planning, or transportation projects.
- Prepare written and graphic representations of concepts pertaining to major planning and architectural projects; perform extensive research regarding implementation of policies established by the comprehensive plan, transportation plan, zoning ordinance, or other land use and development ordinances.
- Answer questions and provide information to the public regarding zoning, architectural, site and landscape design, land use and the comprehensive plan; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Participate in a variety of public and board meetings as necessary; make public presentations on various aspects of the Community Development Department.
- May participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; and recommend discipline procedures.
- May participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control expenditures.

MINIMUM REQUIREMENTS:

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- Bachelor's degree in Urban Planning or Geography.
- Two (2) years of professional planning experience.
- Valid Arizona State Driver's License is required within 30 days of hire.
- Or an equivalent combination of relevant education and/or experience may substitute for the minimum requirements.

Preferred Qualifications:

- Three (3) years of professional planning experience
- American Institute of Certified Planners certification

SUPPLEMENTAL INFORMATION:

Knowledge, Skills and Abilities:

- Knowledge of County Comprehensive Plan, zoning code, and development regulations.
- Knowledge of principles of application permitting and plan review.
- Knowledge of basic principles of cartography, urban planning, and surveying.
- Knowledge of basic principles of record keeping and records management.
- Skill in performing mathematical calculations and computations.
- Skill in resolving conflict, consensus building, critical thinking, and speaking in public.
- Ability to operate a personal computer utilizing standard and specialized software.
- Ability to provide effective customer service and deal tactfully and courteously with the public.

PHYSICAL DEMANDS:

The work is light and requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The work also requires the ability to finger, feel, grasp, reach, perform repetitive motion, hear, speak, operate motor vehicles and/or heavy equipment, and demonstrate mental and visual acuity.

WORK ENVIRONMENT:

Work is performed in a dynamic environment that requires the ability to be sensitive to change and responsive to changing goals, priorities, and needs.

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520-866-6442

Position #201600120
PLANNER, SENIOR
AD

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