

TOWN OF QUEEN CREEK

invites applications for the position of:

Planner I/Planner II

An Equal Opportunity Employer

SALARY:

Hourly
\$30.00 - \$43.51

Annually
\$62,409.22 - \$90,493.40

OPENING DATE: 11/27/17

CLOSING DATE: 12/11/17 06:00 PM

DESCRIPTION: **CLASS**

SUMMARY:

Incumbents in this class performs routine planning processes and projects related to the function assigned. Duties might include: coordinating activities within a larger planning process; inspecting and reviewing plans (i.e. General Plan Amendment, rezone, site plans, conditional use permit, subdivision, building elevations, landscape, etc.) for compliance with standards and make recommendations for improvements; providing input into the design process; serving as a project coordinator for less complex projects, performs staff liaison work to assigned committees, writes reports on assigned casework and makes presentations.

***NOTE: This position may be flexibly staffed. This position may be filled at Planner I level or at Planner II level, depending on the applicant's level of experience and qualifications. Both levels require a Bachelor's Degree. The Planner II position requires a minimum of two years experience in urban planning, landscape architecture or engineering and special knowledge, skills and abilities. Master's Degree is preferred for Planner II level. Salary Range for Planner II position is \$65,614 - \$95,140.

EXAMPLES OF DUTIES:

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1. Function as a case planner/project coordinator for applicants pursuing site plans, conditional use, residential design review, general plan amendments, rezoning and subdivision approvals from Mayor and Council; review applications for new commercial and residential developments; review applications/proposals from neighboring jurisdictions and generates comments on projects; review all Planning applications for compliance with the Town's Zoning Ordinance and adopted ordinances and policies.

2. Draft and submit legal notices to newspapers, produce site postings and mailings, and ensure postings and mailings are completed within required legal time frame; post property for rezoning cases and answer development related questions of the public and citizens.

3. Assist customers at the front counter and over the phone with technical questions relating to planning and zoning issues; participate in meetings with applicants, residents, property owners, developers, Town staff, elected and appointed officials, civic groups as needed.

4. Research and survey Zoning Ordinance and other code amendments necessary for updates and revisions; research and compile information and write staff reports and memos for cases and other assigned work; creates and updates various maps and graphic materials; prepares zoning maps, annexation maps, displays, reports, and related materials utilizing computerized geographical information system along with GIS and other programs.
5. Write staff reports and prepare visual presentations to present assigned cases to Planning Commission and Town Council (and other committees as needed); inspects new developments projects for the department for compliance of project stipulations and ordinances.
6. Research and survey Zoning Ordinance and other code amendments necessary for updates and revisions; research and compile information and write staff reports and memos for cases and other assigned work.
7. Assist in meeting scheduling and management; prepare, assemble, and distribute agendas and agenda packets for Planning Commission, Board of Adjustments, and other special project committees, which includes creating agendas, taking minutes, preparing visual exhibits and presentations; take minutes for these meetings in addition to Pre-App and Tech Review meetings.
8. Performs other duties of a similar nature or level.

**TYPICAL
QUALIFICATIONS:**

Training and Experience (positions in this class typically require):

Bachelor's degree in Urban Planning, Landscape Architecture, Geography, or a related field and one (1) year of urban planning or related experience; OR any equivalent combination of education and experience.

**SUPPLEMENTAL
INFORMATION:**

Knowledge (position requirements at entry):
Knowledge of:

- Knowledge of the principles and practices of urban planning;
- Knowledge of community development related issues and concerns;
- Knowledge of the principles and practices of zoning;
- Knowledge of long-range urban planning principles and practices;
- Knowledge of Town policies and procedures related to land use and development

Skills (position requirements at entry):
Skill in:

- Skill in planning related computer applications and software;

- Skill in interpreting City planning and zoning related ordinances and policies;
- Skill in the research, analysis and development of plans and the preparation of technical reports;
- Skill in preparing technical reports and making presentations;
- Skill in both verbal and written communication;
- Skill in establishing and maintaining effective working relationships.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
<http://www.queencreek.org/Index.aspx?page=129>

Job #2017-1397
PLANNER I/PLANNER II
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Oportunidad de Empleo Con Derechos Iguales

When advised, reasonable accommodation will be made in order for a qualified applicant with disability to participate in any phase of the recruitment process. Please call 480-358-3000 or TDD 1-800-842-4681.
