



**City of Phoenix**

## *Employment Opportunity Planner I*

[phoenix.gov/jobs](http://phoenix.gov/jobs)

### **ABOUT THIS POSITION**

The Planner I is responsible for a variety of tasks that include: preparing zoning reports; researching and analyzing field data, case histories and ordinances; participating in site/design/subdivision reviews and related development plan processing; communicating ordinance requirements to developers and the public; staffing public hearings; analyzing data of neighborhoods and larger areas and prepares assessments; assisting citizen committees in preparing neighborhood or larger area plans; assisting in writing and implementing redevelopment plans and working on updating and preparing General Plan Elements and Specific Plans.

This position is within the Current Planning and Zoning section of the Planning and Development Department Planning Division. This position performs a variety of tasks that supports the department's planning and zoning function. These tasks include, but are not limited to, researching for and drafting of Zoning Ordinance text amendments; developing drafts of policies and procedures for senior staff review and public input; supporting the zoning counter by providing information and direction in the provisions of the Zoning Ordinance and individual zoning cases to members of the public; responding to public inquiries on planning and zoning matters via e-mail and telephone; and compiling of reports and other material to support senior planners and management staff in presentations to the village planning committees, Planning Commission, and City Council.

Currently there is one vacancy in the Planning and Development Department located in the planning and zoning section. This eligible list may be used by the department for any current or future vacancies over the life of the eligible list.

### **RECRUITMENT DATES**

First review of resumes will be conducted the week of March 5, 2018. All materials must be received by 11:59 p.m. on this date.

### **SALARY**

\$49,338 - \$73,653 annually. Appointment can be made above the minimum depending on qualifications

### **JOB REQUIREMENTS**

- A bachelor's degree in city or urban planning, landscape architecture, engineering, architecture, political science, or a related field.
- One year of planning experience.
- An equivalent combination of related experience and education may be considered.

### **PREFERRED QUALIFICATIONS** – The job requirements listed above, plus:

- Customer service experience.
- Ability to multitask (i.e. handling significant problems and tasks which come up simultaneously and/or unexpectedly with tight deadlines).

AA/EEO/D Employer - 135 N 2<sup>nd</sup> Ave, Phoenix, AZ 85003 Job Line: (602) 534 – JOBS (5627)

This publication can be provided in an alternative format upon request.

Call: (602) 495-5703 Fax: (602) 495-5498 TTY: (602) 261-8687



**City of Phoenix**

## *Employment Opportunity Planner I*

[phoenix.gov/jobs](http://phoenix.gov/jobs)

- Detailed oriented in job duties.
- Ability to explain technical details in a nontechnical manner.
- Knowledge of local, state and federal requirements and regulations.

### **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**

Planner I, JC 18210, ID#26079 02/19/18, 6mth, CP, Benefits: 7, 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.