



## Long Range Principal Planner

Starting Salary: \$61,521.00

### POSITION SUMMARY:

**Are you looking for a leadership role in Long-Range planning? Do you have ideas on how to best design, zone and create a central Main Street in a suburban community? Are you ready to implement your highly creative approaches to public outreach? If so, the Town of Oro Valley invites your application for our Long-Range Principal Planner position. We are looking for a seasoned and innovative planner to make the Town's *Your Voice, Our Future* a reality.**

This highly skilled and knowledgeable planning professional reports directly to and receives direction from the Planning Division Manager. This position performs professional planning duties relating to updating, administering, and implementing the General Plan, processing applications for General Plan amendments, developing and implementing other community and neighborhood plans including efforts related to state trust land, environmental conservation, transportation planning and other long range planning functions.

This position serves as a catalyst in identifying community and regional planning needs, and developing, implementing and maintaining broad strategies and programs to meet those needs. It requires considerable independence, initiative, and professional expertise in planning analysis and the formulation and implementation of regional and community plans. A high degree of facilitation skill required for successful collaboration with appropriate committees, commissions, stakeholders and governmental entities is required. This position coordinates long-range planning programs, policies, and documents with all departments within the Town.v

### ESSENTIAL FUNCTIONS:

- Performs current and professional level mid and long range planning functions associated with regional issues, town planning, and neighborhood/special area plans.

- Updates and maintains the Town's general plan.
- Reviews, analyzes, and processes General Plan amendments associated with development projects or specific plans.
- Monitors, reports progress and ensures achievement of all goals, policies and actions identified in the General Plan and those related to planning within the Strategic Plan and other specific plans adopted by the Town.
- Develops and implements complex projects associated with the General Plan and other Town planning objectives.
- Plans, organizes, and facilitates interdisciplinary teams to implement policies and programs.
- Initiates, schedules, and conducts public meetings and generates stakeholder involvement in regional and community planning issues.
- Participates in the research, development and writing of the Town's development polices, including amendments to the zoning code.
- Prepares and presents oral and written reports on complex subjects to the boards, commissions, Town Council, stakeholder groups and Town staff.
- Attends agency (Federal, State, PAG, County etc.) commission, staff, and community meetings related to long range planning issues.
- Participates in budget preparation and administration, prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures.
- Develops and manages professional service budgets and contracts as required to meet program planning objectives.
- Manages professional staff, participates in the selection of staff, provides and coordinates staff training, performs evaluations of staff performance, works with staff to correct deficiencies and implements discipline procedures.
- Updates census and other demographic information to ensure the projections remain current.
- Assists staff by providing technical guidance and direction.
- Composes, writes, edits and reviews notices, agendas, letters and reports of research findings, analysis, recommendations, maps and presentations.
- Develops strategic partnerships and contacts with community representatives, external agencies, and other organizations.
- Maintains professional knowledge through such means as attending seminars, reviewing professional publications and participating in professional organizations.
- Assists in the creation of, and is responsible for, the implementation of Division policies and procedures.
- Attends and conducts meetings and presentations.

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

- Knowledge of applicable Town, state and Federal statutes, rules, ordinances, codes and regulations governing municipal operations and planning.
- Knowledge and experience with facilitation techniques and practices.
- Knowledge of supervision principles and possession of strong leadership skills.

- Knowledge of budget practices and procedures.
- Considerable skill in project and program management.
- Skill in analyzing and resolving complex public policy issues.
- Skill and experience in writing planning and policy documents for municipal organizations.
- Skill in assessing and prioritizing multiple tasks and working within deadlines to complete projects and assignments.
- Skill in monitoring and reviewing the work of subordinate staff.
- Skill in making oral and graphic presentations to small and large groups.
- Skill in conflict resolution and meeting facilitation with certification preferred.
- Skill in establishing and maintaining effective working relationships with staff, other Town departments, applicants, and the general public.
- Ability to effectively communicate orally and in writing, including the ability to convey complex and technical subjects in a clear, concise and positive manner.
- Ability to coordinate, manage, problem solve, strategize, schedule, analyze and plan.

#### **MINIMUM QUALIFICATIONS:**

- A Bachelor's degree in Planning, Urban Design, Architecture or related field, such as Landscape Architecture.
- Five to Seven (5-7) years increasingly responsible long range planning experience in municipal government planning/administration; OR an equivalent combination of education and experience.
- Master's degree in Planning, Public Administration or related field preferred.
- A valid Arizona driver's license.
- AICP accredited professional preferred.
- Facilitation credentials preferred.

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

- Work is performed in indoor and outdoor environments.
- Field inspections or tours may be required.

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)