

Queen Creek, AZ  
Class Specification Title: Principal Planner



Annual Salary: \$73,825.22 - \$107,046.46

Closing Date: August 20, 2018

All applications must be submitted online at

<https://www.governmentjobs.com/Applications/submitted?employerFolderName=queencreek>

**CLASS SUMMARY:** Incumbents have supervisory responsibilities and perform complex planning and design activities in the area assigned. Duties might include: assist in preparation, review, and evaluation of master plans and site development plans, and specifications prepared by consultants; provide recommendations; budget estimates and annual work planning; act as a representative of the Town in meetings with consultants, the public, neighborhood groups, and other agencies' staff; preparing reports and giving presentations to boards and commissions; and performing project management of smaller Town projects or significant processes within large, complex, and multi-agency projects. Serves as Planning Administrator in his/her absence.

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

1. Manage rezoning, preliminary plat, general plan amendment, site plan, conditional use permit, design review, board of adjustment cases, and other Development Services applications.
2. Write staff reports for rezoning, preliminary plats, general plan amendments, board of adjustment cases and other Development Services applications.
3. Present Development Services application cases to the Planning Commission, Town Council, and Board of Adjustment.
4. Participate in meetings with applicants, property owners, engineers, developers, architects, attorneys, Town staff, elected officials, appointed officials, outside agencies and the general public to manage projects, and to resolve departmental and planning issues.
5. Provide technical direction to the planning staff, monitor workflow, implement policies and procedures and review and evaluate work products.
6. Assist the Planning Administrator in the development of the planning section work program, budget, and staffing needs.
7. Assist the public, engineers, architects, attorneys, property owners, and developers concerning land use questions and information.
8. Participate in staff, agency, and committee meetings related to regional planning and development matters.
9. Serve as Planning Administrator in their absence.
10. Supervise, select, train, motivate and evaluate Planning personnel.
11. Performs other duties of a similar nature or level.

**Training and Experience** (positions in this class typically require): Bachelor's Degree in urban planning, architecture, transportation or public administration; Masters Degree preferred, and eight years of related planning and/or design experience, with two years supervisory experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing Requirements** (positions in this class typically require):

Some positions may require:

- Arizona Driver's License;
- AICP Preferred

**Knowledge** (positions requirements at entry):

Knowledge of:

- Supervisory principles and practices;
- Principles and practices of urban planning;
- Zoning and subdivision ordinances;
- Town policies and procedures related to land use and development;
- Customer service principles.

**Skills** (position requirements at entry):

Skill in:

- Interpreting Town planning and zoning related ordinances,
- Presenting cases and information to public officials, agencies, and the public;
- Research, analysis, and development of plans and the preparation of technical reports;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**Physical Requirements:**

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subject to: hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.), atmospheric conditions (fumes, odors, dusts, gases, and poor ventilation), hazardous materials (chemicals, blood and body fluids, etc.), extreme temperatures, inadequate lighting, work space restrictions, intense noise, travel, and environmental dangers (disruptive people, imminent danger, threatening environment)

NOTE: The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.