



CITY OF AVONDALE
invites applications for the position of:
Planning Manager

An Equal Opportunity Employer

SALARY:

\$39.91 - \$57.87 Hourly
\$83,016.01 - \$120,373.41 Annually

OPENING DATE: 03/29/18

CLOSING DATE: Continuous

TO APPLY GO TO: <https://www.governmentjobs.com/careers/avondale>

JOB

DESCRIPTION:

The City of Avondale Development & Engineering Services Department is currently seeking qualified applicants for a full time Planning Manager position. This recruitment will remain open until filled, with an initial application review date of April 12, 2018.

The Planning Manager plans, coordinates, and administers the strategic and daily operational activities of the Planning Division and sustainability programs. Develops and regulates the policies and procedures related to planning, development, administration, and implementation of the City's General Plan, Specific Plans, Zoning Ordinance, Sustainability Plan, Street Tree Master Plan, and Design Guidelines. Provides excellent customer service and a solutions-based approach while assisting the development community, business owners, and residents through the application process. Strong manager with leadership skills and the ability to work within an established group of professional planners. Planning liaison to the Development and Engineering Services Director, Planning Commission, and Board of Adjustment.

ESSENTIAL
FUNCTIONS:

Manages and supervises the Planning Division by evaluating and directing personnel, hiring new personnel, providing policies and procedures and preparing and authorizing expenditures for the division budget.

Serves as Zoning Administrator for the City, interprets and administers the Zoning Ordinance. Manages the most complex and challenging projects, including regulation updates, development projects, development agreements, capital projects, and zoning appeals. Generates staff reports and provides

detailed presentations to various City Boards and Commissions, and City Council.

Ability to multi-task and supervise multiple projects and personnel, meet deadlines, and articulate the expectations, goals, and objectives of the department to staff. Provide support to the front counter (Development Services Center) staff and identifies and implements new businesses practices where needed.

Oversees current and future planning projects by gathering, analyzing and presenting data, recommending planning actions, coordinating with City staff regarding development issues, reviewing and recommending proposed applications and attending and facilitating action committees and public meetings. Works as a team with internal divisions to provide efficient and expedited service.

Prepares amendments to City ordinances and long range plans by gathering, analyzing and presenting data, recommending planning actions, researching and compiling information on various ordinances and plans, recommending proposed amendments, preparing reports and conducting presentations. Implements the Municipal Sustainability Plan through building design, capital projects, and development proposals.

Serves as the liaison to various boards and commissions by providing technical support, guidance and information to the boards and commissions and organizing, arranging, attending and facilitating neighborhood and community meetings.

Provides excellent customer service by providing information to the general public and clients regarding development issues, providing a solutions based approach, preparing written and oral reports, and attending and facilitating public meetings.

**JOB
REQUIREMENTS:**

Bachelor's degree in Environmental Planning, Sustainability, Urban Planning, Urban Design, Landscape Architecture, Architecture, Public Administration, or related field. Knowledge of principles and practices of municipal planning and pertinent federal, state, and local laws.

Six (6) years of municipal or county experience

reviewing development applications plus (2) years of Supervisory/Management experience.

**SUPPLEMENTAL
INFORMATION:**

Work requires the ability to read and interpret codes and ordinances, plans, development agreements, case laws, applications and reports.

Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division and analyze statistics.

Work requires the ability to write reports, city codes, letters, code amendments and plans.

Planning responsibilities include managing the personnel, daily operations and planning and sustainability projects.

The incumbent has responsibility for planning and preparing the Planning Division budget and presents the budget to Director.

Work requires supervising and monitoring performance for a group of regular employees in a work unit, including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.

Work is governed by broad instructions, objectives, and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.

The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the City such as Engineering and Building Safety which may be involved in decision making or providing approval or decision making authority for expenditures or projects. Employee must maintain regular attendance. Ability to work in a constant state of alertness and safe manner.