



**Position:** Planning & Community Development Director  
**Hiring Range:** \$75,000 - \$89,477 (Annual)  
**Type:** Full Time  
**FLSA:** Exempt  
**Work Schedule:** Monday – Thursday (7:00 a.m. - 6:00 p.m.)  
**Job Location:** Safford, Arizona  
**Opening Date:** March 6, 2018  
**Closing Date:** Open Until Filled

**Summary:** Under limited direction, plans, organizes, controls and directs the planning and community development activities of the City, including but not limited to zoning, subdivision and building regulations, business development, downtown revitalization, affordable housing, and community services such as Airport and Swimming Pool.

**Distinguishing Characteristics:** This is an executive level job class within the Planning and Community Development Department and reports directly to the City Manager.

**Essential Job Functions:** *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Reviews development applications, interprets the codes and General Plan to the public, real estate professionals and others as required. Assists applicants for permits, code amendments, subdivisions and other developments in the processes to conform to City codes. Prepares work related to cases presented to the Planning & Zoning Commission, Board of Adjustment and City Council.
- Administers the zoning and subdivision codes and General Plan; directs the administration of various building codes and oversees code enforcement activities.
- Establishes programs and carries out other activities for the implementation of the City of Safford Economic Development Strategy; providing demographic and site selection information to business prospects. Assists in regulation compliance issues, coordinating with Graham County and other state and local agencies.
- Provides overall direction and technical expertise, information, and assistance to department staff and to City management regarding assigned functions.
- Coordinates the summer recreation pool program.
- Directs, evaluates and motivates department personnel. Hires, promotes, disciplines and terminates employees; evaluates employee performance. Responds to grievances and maintains orderly operation of department.
- Manages the finances of the department. Submits operating budget to City Manager for approval, controls and monitors expenses. Ensures department purchasing and procurement follow policies and procedures.

- Coordinates cooperative services with other City departments for special events, activities and general services.
- Performs other related duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### **Required Knowledge and Skills:**

- Knowledge of department policies and procedures, zoning and building codes, real estate transactions and economic development activities.
- Knowledge of principles and practices of downtown revitalization in accordance with the National Main Street Program.
- Knowledge of City, state and federal laws, regulations and ordinances.
- Knowledge of urban planning and municipal engineering requirements.
- Knowledge of supervisory principles, practices and methods.
- Knowledge of budget preparation, bid and purchasing procedures and expense control.
- Knowledge of preparation and maintenance of applying for and administering grants.
- Skill in interpreting laws and regulations, making decisions, maintaining composure, and working effectively under stressful conditions and emergency situations.
- Skill in interacting with people of different social, economic, and ethnic backgrounds.
- Skill in reviewing and preparing narrative and statistical reports and records.
- Skill in interpreting and applying rules, regulations, policies and procedures.
- Skill in communicating with violators and mediating difficult situations.
- Skill in operating a personal computer and software applications.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in establishing and maintaining effecting working relationships.

#### **Education, Experience, Certifications and Licenses:**

- Bachelor's Degree in Urban Planning, Public Administration, Economic Development or Business Management and
- Five (5) years governmental program planning experience with at least three (3) years supervisory experience in the planning or building inspection field; or
- An equivalent combination of experience and training that provides the required knowledge and skills.
- Must possess Valid Arizona Driver's license.

#### **Environmental Factors and Conditions/Physical Requirements:**

- Work is routinely performed in office environments with occasional exposure to inclement weather, and varying temperatures.
- Subject to standing, walking, sitting, bending, reaching, kneeling, running, and occasional lifting of objects up to 10 pounds.

**The City of Safford fingerprints all applicants selected for hire to evaluate the fitness of prospective employees.**

**PLEASE APPLY ONLINE AT: [www.cityofsafford.us/jobs](http://www.cityofsafford.us/jobs)**

