



Job Description  
Job Code: 512  
Range: 20

## **ASSISTANT PLANNER / CODE ENFORCEMENT COORDINATOR PLANNING AND ZONING**

**DEFINITION:** Under general supervision of the Community Development Manager, employees of this class shall perform routine and complex administrative and technical planning work associated with current and long-range planning, zoning, subdivisions, land use developments and implementation of municipal codes and policies as well as the state statute in relation to planning. The incumbent shall also be expected to exercise independent judgment, initiative, professional skill and knowledge in the day-to-day implementation of the City's general plan, zoning and subdivision codes to effect the orderly regulation and control of the City's development and growth. Also is responsible to help protect the safety and health of citizens by ensuring that the buildings and land in a municipality are in accordance with housing and zoning ordinances. They can also investigate the abandonment of vehicles, as these also fall under the category of maintaining the quality of the municipality.

**CLASSIFICATION:** This is a non-exempt, full-time, classified position with full benefits.

**ESSENTIAL FUNCTIONS:** Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this classification.

### **TASKS:**

- Assists with review and issuance of various administrative permits (zoning clearances, sign permits, etc.).
- Assists in the preparation of studies and reports on current planning, and changes in the related zoning and subdivision codes; review of the City's general plan and related urban design standards.
- Receives and reviews planning applications.
- Conducts technical research, analyzes data and prepares statistical reports and recommendations for planning as assigned.
- Works with Ordinance Enforcement to receive, record, and investigate complaints from the public, staff, and outside agencies regarding violations of municipal codes, ordinances, standards, and health and safety regulations.
- Sends out notices of zoning violation or noncompliance and citations according to applicable codes and regulations and issues to property owners and other responsible parties by methods allowed by code.
- Coordinates with City planning, engineering, transportation, police, and public works staff and legal counsel regarding complaints.

## **Assistant Planner/Code Enforcement Coordinator – P&Z – (Continued)**

- Coordinates and conducts follow-up actions including the preparation of additional correspondence, site visits, and communication with property owners or other responsible parties and attorneys; conducts follow-up investigations to ensure compliance with applicable codes and ordinances; prepares non-compliance cases for legal action; presents testimony at hearings.
- Provides education and information to violators, the general public, business community, and other government agencies regarding codes, laws, and ordinances; responds to questions, complaints, and inquiries.
- Drafts, prepares, recommends, and participates in revisions to City code and enforcement policies, procedures, techniques, and standards, under the discretion of the Community Development Manager.
- Participates in recommending, developing, and administering policies, procedures, and projects to ensure efficient and effective code enforcement activities in compliance with City guidelines, standards, goals, and objectives.
- May prepare and present staff reports related to code compliance activities and services to the City Council and various commissions, committees, and boards; performs a variety of public relations and outreach work related to assigned activities, under the discretion of the Community Development Manager.
- Maintains files, databases, and records related to citations and violations; prepares a variety of written reports, memorandum, and correspondence.
- Works with other agencies to protect the health, safety, and public welfare of Cottonwood residents including an interface with animal control agencies and public health departments.
- Other duties as assigned.

### **KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:**

- Knowledge of proper English, grammar and spelling.
- Knowledge of the City's Employee Manual, Personnel Operations Guide, and Safety Manual.
- Knowledge of Department policies, procedures, codes and ordinances.
- Knowledge of applicable federal and state laws, and ability to apply local ordinances, regulations, and codes; the principles and practices of community planning and design.
- Knowledge of building construction, inspection processes, and project time management.
- Knowledge of planning principles, codes and ordinances.
- Knowledge of general accounting principles.
- Knowledge of map reading.
- Knowledge of good customer service.
- Skill in developing and maintaining effective interpersonal relations.
- Skill in records management; creating and maintaining hard copy and digital files.
- Skill in the use of various computer software (i.e., Microsoft Word, Excel, Outlook, PowerPoint, mapping system).
- Skill in oral and written communications.
- Skill in coordinating and multi-tasking.
- Skill in comprehending and adhering to mandatory file and report directives of the department, federal regulations, state statutes and local policies.
- Skill in working in a centralized office, maintaining a high level of accuracy and efficiency with numerous interruptions.
- Skill in operating and maintaining office, data processing, copier, and scanning equipment.

## **Assistant Planner/Code Enforcement Coordinator – P&Z – (Continued)**

- Skill in establishing and maintaining effective working relationships with the general public, contractors, agency representatives, citizen advisory boards, departmental personnel and City employees.

**PHYSICAL REQUIREMENTS:** This classification is in an office environment requiring mostly sedentary activities for the majority of the workday.

The physical demands described hereafter are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform them.

The employee is expected to be able to sit, stand, walk, talk, hear, see, use hands and feet, feel objects such as office equipment and files and reach for materials at a customary height. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **MINIMUM QUALIFICATIONS:**

- Minimum of one (1) year experience or education in urban planning, architecture, landscape architecture, geography, or a closely related field;
- Must possess a valid Arizona driver's license at time of employment.

### **DESIRABLE QUALIFICATIONS:**

- Experience with land use and building codes.
- Ability in writing investigative reports with detailed documentation.
- Equivalent of a bachelor's degree from an accredited college with a major in urban planning, architecture, landscape architecture, geography, or a closely related field; and one (1) year of professional planning experience
- Minimum one (1) year experience working in a government organization, and/or one (1) year of experience involving code enforcement or law enforcement, and/or application and interpretation of municipal rules and regulations.