



Job Description
Job Code: 510
Range: 23

PLANNER

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.

CLASSIFICATION: This is an exempt, full-time, classified position with full benefits.

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, building permits, 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.
- Reviews site plans and Design Review submittals for compliance with requirements prior to review by the Planning and Zoning Commission; and prior to issuance of building permits. Conducts related site visits as may be necessary.
- Provides technical and professional advice to developers and general public with problems and questions pertaining to development requirements of the zoning and subdivision ordinances, and the application procedures for submittal of Code Review applications; and hearing applications for review by Planning and Zoning Commission, Board of Adjustment, Historic Preservation Board and the City Council.
- Receives and reviews zoning and variance applications.
- Researches and prepares staff briefings for conditional use permits, variances, annexation requests, zoning text amendments and rezoning requests, as assigned.
- Prepares agendas and legal advertisements.
- Attends Board, Commission, and Council meetings. Presents and defends planning recommendations as needed.
- Conducts technical research, analyzes data and prepares statistical reports and recommendations for future planning as assigned.

Planner – (Continued)

- Prepares a variety of studies, reports and related information for decision-making purposes.
- Assists in maintaining the data base of information for planning purposes.
- Serves as planning liaison to specialized commissions, such as the Bicycle Advocacy Group, General Plan Committee, etc.
- Assists with development and enforcement of city ordinances, city codes and master plans in planning and code enforcement case reviews.
- Performs related other duties as required. Programs timely generation of various federal, state, and locally required reports; downloads and sets up GIS data received from the Yavapai County GIS department; creates GIS maps when required by the public or the Department; attends regional GIS meetings and coordinates updates of Virus software for the City Hall and Planning and Zoning Novell network; assists with computer related problems and programs; provides maintenance and minor servicing of plotter printer.

KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS

- Working knowledge of the principles and practices of community planning and urban design; the principles and practices of zoning and zoning administration; zoning and comprehensive plan laws, design and drafting skills, and public finance as applied to community planning.
- Ability to perform research, make independent investigations, apply planning and zoning regulations to construction and variance requests; evaluate statistical data, present facts and conclusions clearly.
- Command of effective communication skills (oral, written and graphic). Ability to make formal presentations to the public and various City boards and commissions.
- Ability to effectively use Geographic Information System software (ArcMap); permit tracking software; and Excel spreadsheet software.
- Command of self organization, project and time management skills; and ability to balance a demanding workload and diverse set of projects and priorities.
- Ability to establish and maintain effective working relationships with other employees, city/county officials, outside agencies and the general public.
- Ability to keep abreast of professional development, state laws and trends of the municipal planning by attending workshops, conferences, and training sessions.

PHYSICAL REQUIREMENTS: This classification involves work of a sedentary nature for most of the workday. An incumbent may have occasional need to move an object weighing less than 50 pounds.

MINIMUM QUALIFICATIONS: Requires the equivalent of a bachelor's degree from an accredited college or university with a major in urban planning, land use planning, architecture, landscape architecture or a closely related field; and one (1) year of professional planning experience (in a governmental agency preferred). Possess, or have the ability to obtain upon employment, a valid Arizona driver's license.