



## **Title: Associate Planner**

**FLSA STATUS:** Exempt from overtime under FLSA.

### **SUPERVISION RECEIVED AND EXERCISED:**

- Receives direction from the Principal Planner and/or Planning Manager.
- This is a non-supervisory job classification.

### **MINIMUM QUALIFICATIONS**

- **Education:**
  - Bachelor's Degree in Urban Planning, Geography, Public Administration, or a related field; and
  - An equivalent combination of education and job related experience may substitute for the educational requirements on a year-for-year basis.
- **Experience:**
  - Minimum of one year related experience in land use planning, or development of public policy and knowledge of its impact on citizens.
  - Requires a working knowledge of planning principles and practices, and applicable regulatory practices.
  - Excellent communication skills and research methods/techniques.
  - Operating computer equipment and applicable software applications.
- **Licenses/Certifications/Special Requirements:**
  - Valid AZ Drivers License upon hire.

### **PREFERRED/DESIRABLE QUALIFICATION(s):**

- Experience in a municipal or government setting.
- Bachelor's degree or equivalent in the fields of Urban Planning, Landscape Architecture, Geography or Public Administration.
- Working knowledge of Geographical Information Systems (City currently uses ArcMap 10.4)



# City of Peoria

## HUMAN RESOURCES

### JOB SUMMARY

The purpose of this position is to provide technical assistance and expertise for planning and land use issues. This is accomplished by the technical application of municipal planning principles, site planning and design principles, interpretation of the General Plan, City Zoning Ordinance, and Design Review Manual, as well as conducting research, review, and analysis of best planning practices. This position provides assistance at the counter and manages minor development cases, along with processing of permits and business licenses, and conducts reviews related to land use, or site and architectural designs. In addition to plan review, this position regularly conducts field inspections for compliance with approved plans. Other duties include preparing reports, serving as an interdepartmental liaison and assisting on current and long-range planning topics.

### ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Manages projects by reviewing applications and determining whether the proposed developments meet compliance, provides technical assistance to developers and the public, recommends or denies proposals, identifies problems and initiates problem resolution. Prepares summaries, narrative statements and complex analyses of specific sites and projects.
2	Researches, compiles and analyzes data; identifies trends and makes recommendations for review; prepares and manages visual aids, updates maps; develops, revises and updates spreadsheets, graphs, charts, tables and other visual aids.
3	Provides technical assistance by representing the City; responds to requests and inquiries and provides information to resolve compliance matters; participates in meetings and on committees; reviews applications and plans, researches, interprets and applies applicable state, county and local codes, ordinances, and regulations, and conducts pre and post application meetings.
4	Supports fieldwork by conducting inspections and assessments to ensure compliance, conducts site assessments, evaluates property, and determines development impact.



**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

<p align="center"><b>Physical strength for this position is indicated below with “X”</b></p> <p align="center">The physical demands described here 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 the essential functions.</p>							
Sedentary	Light	X	Medium	Heavy	Very Heavy		
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.		

<p align="center"><b>Work Environment for this position is indicated below with “X”</b></p> <p align="center">The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p>							
Office	X	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse			
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation			

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Computers (laptops), printers, plotter, scanner copy / fax machine and related software, telephone, vehicle, camera, architectural / engineering scales, desk utensils.

**PROTECTIVE EQUIPMENT REQUIRED:**

None required.