



Title: Senior Planner

FLSA STATUS: Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

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

MINIMUM QUALIFICATIONS

- **Education:** Bachelor's degree in Urban Planning or closely related field like Landscape Architecture, Geography, or Public Administration.
- **Experience:** Minimum of three years related experience in land use planning. Requires a working knowledge of specialized practices, equipment and procedures.
- **Licenses/Certifications/Special Requirements:** Valid AZ Drivers License upon hire.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.
- Masters degree.
- Demonstrated ability to manage projects and or development cases, ability to lead project teams, problem solving skills and the ability to negotiate conditions of approval.
- AICP (American Institute of Certified Planners) Certification.
- Previous experience in historic preservation; economic development: or open space planning, management and acquisition.
- Working knowledge of Geographical Information Systems (city currently uses ArcMap 10.1)



JOB SUMMARY

The purpose of this position is to manage, review and implement both current and long-range planning and development projects. This is accomplished by acting as project manager and reviewing development proposals related to land use, site and architectural design, including preparation and delivery of said recommendations to hearing bodies; prepares and manages amendments to the Zoning Ordinance and General Plan; provides technical assistance to developers, staff and the public; manages and/or develops special studies, reports and master plans. This position also provides technical support and supervision over other divisional personnel relating to development review and project management; and represents the city and department in both internal and external meetings.

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	Serves as project manager for complex development projects.
2	Reviews, recommends, and prepares amendments regarding master plans, zoning ordinance, general plan, and other planning documents.
3	Organizes, manages, coordinates, and oversees special studies and projects, including budgetary and procurement decisions such as preparing RFQs / RFPs and purchase orders.
4	Provides technical assistance to divisional staff, developers, property owners, City staff, outside agencies, and the public.
5	Prepares and manages the creation of maps, graphs, and other visual aids in preparation for presentations before various boards, commissions, and Council.



PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with “X” 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.					
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.

Work Environment for this position is indicated below with “X” 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.				
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 (laptop), printers, scanner, copy / fax machine, and related software, telephone, vehicle, plotter, drafting scales.

PROTECTIVE EQUIPMENT REQUIRED:

None required.