



**TOWN OF GILBERT**  
**invites applications for the position of:**  
**Planner II**

An Equal Opportunity Employer

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**SALARY:** \$57,368.23 - \$83,183.93 Annually

**OPENING DATE:** 05/28/21

**CLOSING DATE:** 06/30/21 11:59 PM

**WE ARE TEAM GILBERT:**

Gilbert, AZ is one of the fastest growing communities in the United States. We are the 5th largest city in Arizona, the 85th largest in the U.S., and has been named the #1 Safest City in Arizona, the 3rd Most Livable City in the U.S., as well as one of Arizona's Most Admired Companies to Work For.

But there is more work to be done!

Come be a part of the team tasked with making Gilbert the City of the Future! Team Gilbert is focused on keeping the thriving community that Gilbert is today well into the future. Stagnation isn't an option, we choose our mission to: Anticipate, Create, Help people. This means that we anticipate change, create solutions, and help people and businesses.

Team Gilbert is a high-performing, collaborative team of innovators whose work makes our community better every day. We hire people who share our aspiration to be driven, kind, bold, and humble.

Join Team Gilbert, not just in choosing the future, but creating: <https://youtu.be/GEQEqVPku9I>

**WE ARE SEEKING:**

With every job we fill, our focus is on providing best in class service to our citizens while offering the opportunity for professional growth in a rewarding and innovative work environment. **Team Gilbert** has an exciting opportunity for a highly motivated professional to fill the position of Planner II.

The Planner II reports to a Principal Planner. The primary function of this position is to ensure that new development meets Town standards and guidelines to create and maintain a high-quality community and well-designed built environment. The Planner II serves as project manager of a wide variety of development applications, including evaluating land development requests for general plan amendments, rezoning, use permits, variances, design review, appeals, annexations and preliminary plats. Additionally, the Planner II will interpret and communicate codes, laws and regulations, ensuring compliance with applicable standards, and will facilitate decision making by Council, Boards, Commissions and related groups.

**ABOUT YOU:**

You are someone who effectively exceeds customer needs by building productive relationship and taking responsibility for customer satisfaction and loyalty. You actively participate as a member of a team to move the team toward the completion of goals and produce quality outcomes. You are committed to our mission of Anticipate...Create...Help People and take great pride in proactively managing time and resources to ensure that work is completed efficiently while accomplishing objectives and achieving goals beyond what is required.

At **Team Gilbert**, we hire innovative, forward thinking problem-solvers who love what they do! In addition to possessing the ability to live out our core and functional values daily, candidates must possess the following requirements:

- Bachelor's Degree in Urban Planning, Urban Design, Land Use Planning, Geography, Public Administration, Architecture, Environmental Design or closely related field.
- 2 years or more of Municipal Planning experience in Public or Private Sector.
- Valid Arizona Driver's License

**KNOWLEDGE OF:**

- Expertise in planning, zoning, architecture and design review principles.
- Understanding of engineering and construction terminology.
- Knowledge in research methods, spatial and mathematical concepts.
- Understanding of applicable federal, state and local laws, codes, regulations and/or ordinances.

**SKILL IN:**

- Excellent interpersonal and communication skills.
- Ability to present to large groups, including Management & Town Council.
- Ability to work with diverse groups to build a collaborative environment.
- Competence in resolving conflict through critical thinking and problem solving.
- Ability to quickly identify options and common-sense solutions to complex problems.
- Adaptability to changing procedures and policy direction

**First review of applications will take place on all applications received by 7AM on Monday, June 14, 2021. Applications received after 7AM on June 14, 2021 will be reviewed after the posting closes.**

**UP FOR THE CHALLENGE:**

In addition to a competitive salary, Gilbert offers a comprehensive benefit package that includes self-funded medical and dental plans, life insurance, disability, pension, tuition reimbursement and more.

Join Team Gilbert and make an income while making an impact! If you are looking for an opportunity to make a visible contribution to our community, and get excited about doing interesting work that matters, then why not click that "Apply" button at the top there? We can't think of a better place to put your talents to work.

Let's get this adventure started!

*Gilbert provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*

**This position is an At-Will position and is FLSA Exempt – ineligible for overtime compensation.**

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APPLICATIONS MAY BE FILED ONLINE AT:  
<https://gilbertaz.gov/jobs>

Job #21-0146A  
PLANNER II  
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OUR OFFICE IS LOCATED AT:  
50 E. Civic Center Drive  
Gilbert, AZ 85296

[HR@gilbertaz.gov](mailto:HR@gilbertaz.gov)

Committed to equal opportunity, reasonable accommodation, and a smoke free/drug free workplace. Gilbert will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

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### **Planner II Supplemental Questionnaire**

- \* 1. In the questions that follow, you will be asked for information about your work history, to include things such as dates of employment, names of employers and specific details of the work you did. In answer to questions asking you to describe your work experience, if you do not have that type of experience, enter "N/A". Answers provided in this supplemental questionnaire must be substantiated and verifiable in the employment history section of your application. Be aware that submitting a resume in lieu of completing the employment history section of the application and failing to provide all the information requested in these supplemental questions will disqualify you from further consideration, so please be thorough in answering the questions. Please indicate whether you accept these terms by checking the appropriate response below.
  - Yes
  - No
- \* 2. Do you have a Bachelor's Degree or higher in Urban Planning, Urban Design, Land Use Planning, Geography, Public Administration, Architecture, Environmental Design or closely related field?
  - Yes
  - No
  - Other
- \* 3. If you indicated you do have a Bachelor's Degree or higher, please describe your area of study in the space below. If you do not have a Bachelor's Degree please enter N/A.
- \* 4. Beyond an internship do you have at least two years of municipal planning experience in either the public or private sector?
  - Yes
  - No
- \* 5. If you indicated you do have at least two years of municipal planning in the either the private or public sector, please describe your experience below. If not, please enter N/A.
- \* 6. How many years of experience do you have **conducting meetings with developers** to explain the development review process or provide direction on proposals?

- No experience in this area
- Less than one year
- 1-2
- 2-3
- 3+

- \* 7. If you indicated in the previous question that you do have this type of experience, please describe it in the space below. If not, please enter N/A.
- \* 8. How many years of experience do you have **conducting the review and analysis of plan amendments, zoning applications, development proposals and site plans** to determine compliance with planning, zoning and land use guidelines?
  - No experience in this area
  - Less than one year
  - 1-2
  - 2-3
  - 3+
- \* 9. If you indicated in the previous question that you do have this type of experience, please describe it in the space below. If not, please enter N/A.
- \* 10. How many years of experience do you have **attending public meetings, serving on committees and making public presentations?**
  - No experience in this area
  - Less than one year
  - 1-2
  - 2-3
  - 3+
- \* 11. If you indicated in the previous question that you do have this type of experience, please describe it in the space below. If not, please enter N/A.
- \* 12. How many years of experience do you have **researching and analyzing plans, writing Notice of Decisions** and drafting project staff reports?
  - No experience in this area
  - Less than one year
  - 1-2
  - 2-3
  - 3+
- \* 13. If you indicated in the previous question that you do have this type of experience, please describe it in the space below. If not, please enter N/A.
- \* 14. Please indicate your level of proficiency with **MS Office.**
  - No experience in this area
  - Beginner
  - Intermediate
  - Advanced
- \* 15. If you indicated you have an intermediate or advanced proficiency level, please describe what specialized training have you had regarding MS Word. If not please enter N/A.
- \* 16. Please indicate your level of proficiency with **Bluebeam or other review applications.**
  - No experience in this area
  - Beginner

- Intermediate
- Advanced

- \* 17. If you indicated you have an intermediate or advanced proficiency level, please describe what special training you have had regarding Bluebeam or other review applications. If not please enter N/A.
- \* 18. Please indicate your level of proficiency with **Energov** or a similar enterprise-level records management system.
- No experience in this area
  - Beginner
  - Intermediate
  - Advanced
- \* 19. If you indicated you have an intermediate or advanced proficiency level, please describe what special training you have had regarding Energov or a similar enterprise-level records management system. If not please enter N/A.
20. The following question is strictly confidential and will not be made part of your application for employment. Preference Status per Arizona Revised Statute 38-492 (select all that apply):
- Veteran
  - Disabled Veteran
  - Veteran's Spouse/Surviving Spouse
  - Disabled Person

\* Required Question