



MARICOPA COUNTY
invites applications for the position of:

Planner Senior

An Equal Opportunity Employer

OPENING DATE: 01/16/19

CLOSING DATE: 02/01/19 11:59 PM

DEPARTMENT: Flood Control District

JOB TYPE: Unclassified/Full-Time

LOCATION: Phoenix, Arizona

SALARY: \$29.42 - \$43.45 Hourly

POSITION OVERVIEW:

The Planner Senior performs work of considerable difficulty in professional planning activities involving research and analysis. This position may also have project management responsibility. This is the fully qualified senior level of the Professional Planner series; the work is characterized by the requirement for independently performing planning functions, with full responsibility for managing the completion of planning projects.

POSITION QUALIFICATIONS:

Minimum education and/or experience:

Bachelor's degree in Planning or a related field and three (3) years of public or private sector planning and/or floodplain management work experience. An equivalent combination of post-secondary education and/or job-related experience may substitute for the minimum qualifications on a year for year basis.

Specialized training, certifications, or other special requirements:

Must possess, or have the ability to obtain by the time of hire, a valid Arizona driver's license. Obtain American Institute of Certified Planners (AICP) and/or Certified Floodplain Manager (CFM) within the minimum allowed timeframes set by American Planning Association and Association of State Floodplain Managers.

For info on timeframes:

<https://www.planning.org/certification/eligible.htm>

<https://www.floods.org/index.asp?menuid=426&firstlevelmenuid=180&siteid=1>

Knowledge, skills, and abilities:

Knowledge of:

- Principles and practices of planning processes for hazard mitigation, floodplain management, land use, long-range and current planning; hydrology or economics as applied to regional and community planning.
- Applicable federal, state, and local statutes, rules, ordinances, codes, and regulations.
- National Flood Insurance Program and Community Rating System.
- Project, budget and contract management principles, and techniques, including negotiation and conflict resolution.

Skill in:

- Technical and comprehensive plan writing.
- Communicating (written and verbal) in clear, concise, and well thought-out styles tailored to the target audience.
- Preparing long-range planning documents that are effective and practical, yet attentive to socioeconomic, environmental, and legal constraints.
- Operating a personal computer utilizing various software applications.
- Planning, organizing, and coordinating complex planning projects.
- Organizational and time management skills.
- GIS applications and Microsoft Office Suite.

Ability to:

- Understand and interpret data from various sources.
- Communicate planning requirements and objectives to contractors and the public.
- Present and defend planning information in a public speaking setting such as neighborhood meetings, public hearings, and interagency meetings.
- Offer ideas and concepts that are well thought-out and analyzed for potential positive and negative implications;
- Establish effective working relationships with others.
- Assess and prioritize multiple tasks, projects, and demands.
- Effectively utilize technology in relationship to community planning.

Preferred education and/or experience:

Master's Degree; Five (5) or more years of public sector planning experience.

Preferred training, certifications and/or other special requirements:

American Institute of Certified Planners and Certified Floodplain Manager Certifications.

Working conditions:

This position works in a typical cubicle office environment and requires ability to be seated up to 100% of the time performing work at a desk utilizing a computer and telephone. This office environment requires the ability to focus on work with activity (such as conversation, copier noise, and office environment noise) surrounding the workspace. Ability to lift/carry/push/pull up to 25 pounds accommodating file management as well as physical transfer of documents and information to and from meetings. Due to the need to meet deadlines and immediate requests for information this position can include high work load with time pressures. During project public outreach efforts applicant must have ability to attend occasional after hour's meetings. Due to the professional nature of this position applicant must have the ability to work and function as a member of a project team and possess highly developed verbal and written communication skills.

ESSENTIAL JOB TASKS:

- Acts as project manager for updates to the Floodplain Management Plan and CRS Program.
- Acts as the primary contact and manager for the District Dependent community coordination and outreach to assure communities comply with state and federal requirements.
- Reviews and evaluates construction plans, technical documents, zoning applications, or special use permits for compliance with floodplain and regulatory requirements for District Dependent communities.
- Assures regulations and planning documents are in conformance to department goals, and in compliance with local, state, and federal codes and regulations.
- Conducts research, compiles data, and generates reports on a variety of issues related to floodplain management, policy development, data management, land use, hydrology and drainage, or economic studies.
- Develops and presents professional quality staff reports on projects, recommendations, and project status; develops maps and other graphic presentations to illustrate planning concepts and issues.

- Develops and enhances policies and floodplain management programs through collaboration, research/data collection, public involvement, and coordinating efforts with multiple branches/divisions.
- Participates in the Branch's comprehensive outreach and education effort that includes intradepartmental, agencies (federal, state, local), and other partnerships, attendance at events, and regular internal and external meetings.
- Presents project issues at public meetings and board meetings; assures effective communication of project issues; represents the District at agency and board meetings and state and regional advisory and planning groups.
- Manages planning projects; prepares scope of work and coordinates with Contracts to assure proper procedures are followed; administers contracts in accordance with the Maricopa County Procurement Code.
- Oversees the work of consultants on assigned projects.
- Provides support and direction to lower level staff with respect to entitlement case review, planning research, and compliance with FEMA programs.
- Performs other duties as assigned or required.

SELECTION PROCEDURE:

The hiring authority will select the successful candidate based on departmental needs.

All offers of employment made to new hires and rehires at Maricopa County are contingent upon successful completion of a post-offer, pre-employment thorough background investigation. A background investigation is conducted on a current employee who changes to a Safety Sensitive Position or one having the potential for serious adverse impact on the integrity or efficiency of the County. These requirements do not pertain to employees of elected officials who undergo background investigation processes administered through their respective offices.

Typically successful candidates are hired at a salary rate, up to midpoint of the range, based on applicable experience, internal equity and budgetary allowances.

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

Job #690PLSR092418
 PLANNER SENIOR
 CL

OUR OFFICE IS LOCATED AT:
 301 W Jefferson
 Suite 200
 Phoenix, AZ 85003
 602-506-3755 (staffed Mon-Fri, 8am – 5pm MST, excluding holidays)
hrfeedback@mail.maricopa.gov

It is the policy of Maricopa County not to discriminate in employment or the provision of services. Maricopa County is an Equal Opportunity Employer. We provide reasonable accommodation in the application and/or testing process to eligible individuals requesting assistance under the Americans with Disabilities Act. Auxiliary aids and services are available upon request to individuals with disabilities.

Planner Senior Supplemental Questionnaire

- * 1. Prior to hire, background investigations are conducted on candidates for positions. All information contained in your online application MUST be accurate, including but not limited to criminal history, education details, and employment details. Incomplete or inaccurate information contained in your online application may delay the background investigation process, or result in your removal from employment consideration. Your resume is NOT a substitute for the information requested in the online application.

By checking this box, I confirm that I have reviewed all information provided in my online application and believe the information to be complete and accurate to the best of my knowledge.

- * 2. Please identify your highest level of education COMPLETED. IMPORTANT: LIST ALL EDUCATION IN THE APPLICABLE SECTION OF THE APPLICATION. Please indicate type of diploma/degree, college major/minor, and name of institution. If you did not complete a

degree program, include your high school diploma/GED information, as well as the number of college semester/quarter hours completed. NOTE: Failure to provide complete information will likely result in the disqualification of your application.

- Doctorate
- Master's degree
- Bachelor's degree
- Associate's degree
- Technical school (non-Associate's degree)
- High School diploma or GED
- Less than a High School diploma or GED certificate

* 3. Do you have a Bachelor's degree in Planning or a related field?

- Yes
- No

* 4. Please identify your years of public or private sector planning and/or floodplain management work experience.

- 7 or more years
- 5 or more years but less than 7 years
- 3 or more years but less than 5 years
- 1 or more years but less than 3 years
- Less than 1 year
- No experience

* 5. Do you have five (5) or more years of public sector planning experience?

- Yes
- No

* 6. Do you have any of the following certifications? Please select all that apply.

- American Institute of Certified Planners
- Certified Floodplain Manager
- None of the above

* Required Question