



TOWN OF GILBERT
invites applications for the position of:
**Planning Services
Manager**

An Equal Opportunity Employer

SALARY: \$85,000.00 - \$127,500.00 Annually

OPENING DATE: 01/30/19

CLOSING DATE: 02/24/19 11:59 PM

WE ARE TEAM GILBERT:

The Town of Gilbert is Arizona's 5th largest city and one of Money Magazine's Best Places to Live in the U.S., and the people who serve it are proud to be tasked with ensuring it stays that way. This is why we were recently named one of Arizona's 2017 Most Admired Companies to work for by AZ Business Magazine.

Team Gilbert is a high-performing, collaborative team of innovators who do important work that makes our community better every day. If you have the heart of a public servant and the spirit of an entrepreneur...please read on!

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 **Planning Services Manager**.

The Planning Services Manager reports to the *Development Services Director*. The primary function of this position is to *plan, coordinate, and administer the strategic and daily operational activities of the Planning Division, including the annual budget, goals, and action plans. This position develops and regulates the policies and procedures related to planning, zoning, development, and administration, as well as oversees the updates and amendments to the Town's General Plan and Zoning Ordinance. This position assists the development community, business owners, and residents through the planning application process with a solutions-based, customer-oriented approach.*

ABOUT YOU:

You are someone who effectively exceeds customer needs by building productive relationships, 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 safety philosophy, and you 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, architecture, civil engineering, or related field;*
- *7 years of increasingly responsible municipal planning and administrative experience, either public or private;*
- *4 years of experience in a supervisory role;*
- *Knowledge of policies, procedures, and codes related to federal, state, and local planning;*
- *Strong understanding of government decision-making process;*
- *Knowledge of managerial principles, practices, and techniques;*
- *Ability and experience in managing a budget;*
- *Strong written and oral communication, including the editing, oversight, or preparation of reports;*
- *Valid Arizona Driver's License.*

Light Work – Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

This position may require standing, walking, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

ABOUT US:

In addition to a competitive salary, Gilbert offers an excellent benefits package that includes medical, dental and life insurance, tuition reimbursement, participation and company match in the Arizona State Retirement System and more. For more information on Team Gilbert and all we have to offer, click [here](#).

Up For The Challenge?

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 we encourage you to apply today.

To complete and submit an on-line employment application for this position visit <https://gilbertaz.gov/jobs>. **Incomplete applications may be rejected so please be thorough.** Your resume may be included as a supplement to your application, but it cannot replace any information required for the application.

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

OUR OFFICE IS LOCATED AT:
50 E. Civic Center Drive
Gilbert, AZ 85296

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.
