



Planner

Class
Code:
A2065

Bargaining Unit: Not
Available

PINAL COUNTY
Established Date: Aug 7, 2018
Revision Date: Aug 7, 2018

SALARY RANGE

\$22.10 - \$34.26 Hourly
\$1,768.04 - \$2,740.46 Biweekly
\$3,830.75 - \$5,937.67 Monthly
\$45,969.00 - \$71,252.00 Annually

DESCRIPTION:

JOB SUMMARY

Review and process rezoning, planned area developments, comprehensive plan amendments, and related development requests, provide customer service and performs basic file research and records maintenance, and assist Senior Planners with complex research and planning studies under basic supervision.

EXAMPLE OF DUTIES:

Work in this classification requires an individual to be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary classification functions herein described. Since every duty associated with this classification may not be described herein, employees may be required to perform duties not specifically spelled out in this classification description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this description.

TYPICAL CLASSIFICATION ESSENTIAL DUTIES:

- Review and process rezoning, planned area developments, comprehensive plan amendments, and related development requests and maintain planning documents and planning and development codes.
- Review land use and development proposal plans, site plans, and subdivision improvement plans for compliance with applicable zoning code requirements.
- Research files, maintain records and filing systems, and update computer database and website.
- Assist Senior Planners with research and planning studies.
- Provide customer service and answer inquiries from the public within scope of authority and explain guidelines, procedures, policies, and applicable state statutes and ordinances, which govern the planning and zoning processes.
- Provide information and assistance on County and city codes, land development regulations, zoning issues, application process, and procedural issues, research customer concerns, and initiate problem resolution.

- Process applications for concept review, review plans for landscape revisions, and review and evaluate field site for upcoming zoning cases.
- Conduct site inspections and field research in relation to development proposals.
- To promote and adhere to the workplace values of accountability, commitment, and teamwork to help enrich lives beyond expectation.
- Maintain absolute confidentiality of work-related issues, customer records and restricted County information.
- Perform other related duties as required.

MINIMUM REQUIREMENTS:

MINIMUM REQUIREMENTS TO PERFORM WORK:

- Bachelor's degree in Planning, Geography, or Public Administration.
- One (1) year of planning experience.
- Valid Driver's License and Arizona State Driver's License within 30 days of hire.
- Or an equivalent combination of relevant education and/or experience may substitute for the minimum requirements.

Preferred Qualifications:

- American Institute of Certified Planners certification.

SUPPLEMENTAL INFORMATION:

Knowledge, Skills and Abilities:

- Knowledge of principles of development permitting and plan review.
- Knowledge of basic principles of cartography, urban planning and zoning, and surveying.
- Knowledge of basic principles of record keeping and records management.
- Skill in performing mathematical calculations and computations.
- Ability to operate a personal computer utilizing standard and specialized software.
- Ability to provide effective customer service and deal tactfully and courteously with the public.

PHYSICAL DEMANDS:

The work is sedentary and requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. The work also requires the ability to crouch, finger, grasp, perform repetitive motion, stand, hear, speak, walk, operate motor vehicles and demonstrate mental and visual acuity.

WORK ENVIRONMENT:

Work is performed in a relatively safe, secure, and stable work environment.