CAREER OPPORTUNITY
TOWN OF PARADISE VALLEY

6401 East Lincoln Drive, Paradise Valley, AZ 85253

PLANNER I

Starting Pay: $65,000
Salary Range: $61,000 - $89,000

Open Until Filled – First Review of Applications 01/31/2020

If you value a great work environment that is friendly and conducive to open communication, respect and teamwork, a career with the Town of Paradise Valley is just what you may be looking for. The Town of Paradise Valley is currently seeking a Planner I. The Planner I perform professional land use planning assignments and studies and reports related to application of Town codes and policies.

ESSENTIAL FUNCTIONS

- Develops and carries out effective and efficient land use planning services, including reviewing architectural plans, subdivision plats, and site plans for compliance with zoning regulations.
- Reviews and evaluates computer software and special applications for planning purposes and processing, constantly considering how improvements can be incorporated.
- Assists the public with applications for various permits, including answering questions regarding planning and zoning regulations, policies, and procedures.
- Interacts with Town officials, developers, citizens, and Town staff to compile, interpret, and present research data regarding various Town planning programs and projects.
- Reviews zoning and building plans for compliance with zoning regulations.
- Coordinates the review of preapplications, subdivisions, Special Use Permits, variances, replats, and other planning and zoning activities, including preparing and scheduling applications for public hearing, posting official notices, preparing associated information and staff reports.
- Formats, publishes, and distributes a variety of charts, manuals, and maps related to planning programs and projects.
- Produces professional quality staff reports for consideration by Planning Commission, Board of Adjustment, Town Council, and other public bodies.
- Inspects existing and new developments, as needed, to ensure compliance with applicable regulations and policies, and approved plans.
- Provides staff assistance to Board of Adjustment and other advisory bodies regarding planning and zoning issues, ordinances and policies to facilitate development and code enforcement.
- Confers with engineers, developers, architects, attorneys, property owners, consultants, other agencies and organizations, and the general public in acquiring information and coordinating Department matters and providing information regarding Town development requirements.
- Assists the public at the Community Development counter and by telephone.

KNOWLEDGE AND SKILLS

- Knowledge of Federal, State, County, and Town laws, codes and regulations regarding land use planning, zoning, and community development matters.

- Knowledge of basic community development and planning principles and theories.
- Knowledge of municipal planning and zoning oriented computer systems and software, as well as Microsoft Office Suite.
- Skill in reading and interpreting site plans, landscape plans, and architectural plans/renderings.
- Skill in reading and interpreting complex rules, regulations, policies, procedures, and related materials.
- Skill in establishing and maintaining effective working relationships with management, contractors, co-workers, and the public.
- Skill in oral communication and interpersonal skills to explain rules and procedures clearly to the public.
- Skill in preparing a variety of written and oral reports and presentations.
- Ability to work on several projects or issues simultaneously and prioritize tasks.
- Ability to work independently or in a team environment as needed.
- Ability to attend to details while keeping big-picture goals in mind.
- Ability to establish and maintain effective working relationships among departments, employees and the general public.

WORKING ENVIRONMENT

This position is typically office or administrative work and is not substantially exposed to adverse environmental conditions. Normal working hours are Monday through Friday from 7AM to 4PM with regular attendance required at board and commission meetings during week nights, as necessary. The Town of Paradise Valley Community Development Department does accommodate flexible work schedules to encourage work-life balance as appropriate and approved by the Director.

MINIMUM QUALIFICATIONS

Experience equivalent to one-year full time technical/professional planning, zoning, or engineering work and a bachelor's degree in urban municipal planning, architecture, public administration, or closely related area. Other combinations of experience and education that meet the minimum requirements may be substituted.

APPLICATION AND SELECTION PROCESS

Open until filled. First review of applications 01/31/2020. To be considered, applicants must submit a cover letter, resume and complete the Town of Paradise Valley Job Application located at

http://paradisevalleyaz.gov/168/Employment-Opportunities