

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: OCTOBER 28, 2020
OPEN UNTIL FILLED

DEPARTMENT: Community Development

POSITION: Senior Planner

LOCATION: Globe or Payson

JOB CODE: 20-057

ANNUAL SALARY: \$48,806-\$65,888 DOE

PURPOSE OF THE JOB

The purpose of this position is to work with the Community Development Director on planning and zoning projects as needed to ensure that Gila County provides a safe, healthy and visually attractive place in which people can live, work, and play in. This position oversees the implementation and administration of the Comprehensive Plan and the Gila County Zoning Ordinance. The Senior Planner acts as the staff planner to the Planning and Zoning Commission and the Board of Adjustments and analyzes and formulates recommendations for the development application and other planning and zoning duties. Knowledge is kept up-to-date with research, interpretation, and application of State statutes, County codes and ordinances, and other rules and regulations. Duties include plan development, development of procedures, court testimonies, participation in meetings, supervision of operations, and ordinance drafting and training. The role is also responsible for community liaison efforts.

SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
• Handles applications for development plans, zoning changes, variance requests, use, temporary, and conditional use permits, subdivisions, the addition of special use districts, and reviews minor land divisions and lot line adjustments for zoning ordinance compliance.	25%
• Manages the implementation of complex planning and zoning projects. Prepares for and attends to pre-application meetings, provides training for Planning and Zoning commissioners and Board of Adjustment board members, and makes presentations at various meetings.	15%
• Works closely with the Administrative Assistant to ensure all State statutes, County ordinances, and County zoning and planning procedures are followed regarding correspondence, timelines, and publication and posting of public meeting notices.	10%
• Oversees the implementation of the Comprehensive Land Use Plan and updates the plan as required utilizing input from both internal and external sources.	10%
• Develops and establishes office procedures and performance measures; designs forms and applications, ensures compliance with departmental policies, procedures, and County ordinances.	10%
• Responsible for record keeping of public input and presentation actions; preparation of activity reports, prepares staff reports for and presents to the Board of Supervisors, Planning and Zoning Commission, and Board of Adjustments.	10%
• Drafts new ordinances, ordinance modifications, policy statements, and insures alignment with the Comprehensive Plan Land Use Plan and consults with the County Attorney to insure compliance with State statutes.	10%
• Establishes and maintains effective working relationships with citizens, citizen groups, neighborhood leaders and associations, elected officials and other County departments interpreting, analyzing and resolving difficult neighborhood issues as well as educating the public on the uses of their property.	10%
• Performs other duties as assigned.	

BUDGET RESPONSIBILITIES

This position has no responsibility over any types of budget.

PROJECT RESPONSIBILITIES

This position provides project resource allocation based on pre-approved resources on quality assurance, technology, organizational planning and organizational development projects.

ORAL COMMUNICATION DUTIES

This position explains County procedures or processes, conducts and participates in meetings, responds to public inquiries. This position frequently educates, negotiates, or persuades and infrequently communicates with the media.

WRITTEN COMMUNICATION DUTIES

This position creates or edits documents, formal letters, emails, reports, and application forms. This position also writes and edits Board of Supervisor presentations.

Continued on page 2.....

INTERACTIONS WITH THE GENERAL PUBLIC

Interacts regularly with the general public, external contacts such as vendors, bankers, attorneys or other professionals, and other Institutions, over the telephone, by email, and/or in person.

INTERACTIONS SPECIFICALLY WITH CUSTOMERS

Continuously (More than 70% but less than 85% in a year)

MINIMUM EDUCATION REQUIRED

Bachelor's Degree in Planning, Social Science or a related field.

MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED

Five (5) years' experience in Planning with Local Government; or equivalent combination of education, training and experience.

PROFESSIONAL CREDENTIALS REQUIRED/PREFERRED

American Institute of Certified Planners Certification (AICP) within twelve (12) months of employment.

KNOWLEDGE REQUIRED

Planning and zoning; economics; administration and management; computer use; Microsoft Office; GIS software, customer and personal service; Federal, State, and County regulations and statutes.

SKILLS REQUIRED

Analytical writing; public speaking; problem solving; evaluating systems; creative writing; developing alternative solutions; tactful persuasion and influencing.

ABILITIES REQUIRED

Consider options, risks and benefits, express one self clearly, generate fluent new and useful ideas, make sense of multiple data, read and write at a professional level.

PHYSICAL DEMANDS

- Occasionally stands to present, train, deliver presentations or speeches.
- Routinely sits to complete reports and operate computers.
- Routinely requires dexterity for keyboard, mouse and calculator operations.
- Occasionally walks to, from and between work sites.

WORK ENVIRONMENT

Work is performed in an office environment and occasionally in outdoors and construction areas.

SAFETY RISK EXPOSURE

On rare occasions, incumbents in this position may become exposed to occasional telephone verbal abuse by customers or citizens and occasional in-person verbal abuse by customers or citizens.

PROTECTIVE GEAR & SAFETY MANUALS

Incumbents in this position are required to constantly follow written safety procedures and manuals relevant to the division or department.

CONSEQUENCES OF ERROR

Potential errors can result in unfavorable public perceptions and legal ramifications.

the link to our employment opportunity page is:

https://www.gilacountyaz.gov/government/human_resources/employment/employment_opportunities.php

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.