



**TOWN OF MARANA**  
invites applications for the position of:

**Planner**

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<b>SALARY:</b>	See Position Description
<b>OPENING DATE:</b>	11/20/20
<b>CLOSING DATE:</b>	Continuous
<b>TOWN OF MARANA:</b>	

Marana is the fastest growing community in Southern Arizona and the 2nd largest municipality in Pima County. The Town was recently recognized as one of the ten most successful cities in Arizona. Marana lies approximately 20 minutes northwest of downtown Tucson and 75 minutes southeast of Phoenix. The Town makes its decisions based on a Strategic Plan that has five focus areas: Commerce, Community, Heritage, Innovation and Recreation.

Marana's standards are high. We are an organization of excellence and have developed four Cultural Value Statements that provide the guidelines for how we work together. Our Cultural Values are: Dedicated Service, Respect, Teamwork and Engaged Innovation.

**POSITION DESCRIPTION:**

The Town of Marana is seeking a full-time **Planner** to work in Planning within the Development Services Department. This is an excellent opportunity for someone interested in utilizing their education in **urban planning** and expertise in **GIS** to have a direct impact on the growth of the community and the Southern Arizona Region.

Hiring Range \$21.44 - \$24.50

**EXAMPLES OF DUTIES:**

- Reviews, researches and evaluates planning and development projects such as subdivision plats, development plans, building permits, landscape plans, conditional use permits, variances, design review.
- Oversees the planning process: Coordinates with other departments and outside agencies; conducts meetings; prepares public notifications; provides project information to the general public; assists applicant through the process; and prepares and presents staff report to Board of Adjustment, Planning Commission, and Town Council.
- Provides customer service regarding a wide variety of development related issues through front-counter, phone and on-site assistance; including interpretation of codes, ordinances, and regulations.

- Works with and manages GIS data and creates land use maps. Creates and maintains GIS database and layers in cooperation with Technical Services staff.
- Creates visual exhibits to aid in greater understanding of project location and outcomes; other mapping projects as needed.
- Collect statistical data and prepare reports, maps, site plans and graphic illustrations on development projects, and land use.
- Addressing duties: review projects for compliance, assign new addresses, coordinate with County on keeping regional resources up-to-date.
- Assist with Department plans and policy updates

## **MINIMUM QUALIFICATIONS:**

- Bachelor's degree in Urban Planning or related field
- Over six months experience in planning, geography, community development, public administration, or closely related field
- Knowledge and experience with GIS software
- Valid Arizona Driver License

An equivalent combination of education and relevant experience that provides the desired knowledge, skills & abilities to successfully perform essential functions may be considered.

### **Preferred Qualifications**

- Experience in working with graphic illustration software including PhotoShop, Illustrator and InDesign.
- Project experience with ESRI's ArcMap/ArcPro GIS software

### **Additional Requirements**

- Ability to pass both the Town of Marana background check and a motor vehicle records check.

### **RECRUITMENT PROCESS**

If you meet the minimum requirements, submit a completed Town of Marana application which can be supplemented with a resume and cover letter. Candidates are responsible for verifying receipt of materials. Applications must be submitted by applying online at [www.maranaaz.gov](http://www.maranaaz.gov) and following the employment link. All status updates will be sent via email through the applicant tracking system.

**REVIEW PROCESS:** Applications are reviewed as they are received, job posting will remain open until a sufficient number of applicants have met the minimum requirements and have been scheduled for interviews. A first review of application will begin on December 4, 2020.

### **TOWN OF MARANA CONTACT INFORMATION**

11555 West Civic Center Drive  
Marana, AZ 85653  
[www.maranaaz.gov](http://www.maranaaz.gov)  
ph (520) 382-1900 / fx (520) 382-3500

### **QUESTIONS**

Human Resource Staff Contact  
Loren Churchman /520.382.1934/ [lchurchman@maranaaz.gov](mailto:lchurchman@maranaaz.gov)

For technical issues with the NEOGOV site, please contact Customer Support at 1-855-524-5627.

The Town of Marana is an equal opportunity employer. If you require a reasonable accommodation at any stage of the application/exam process due to a disability, please contact the Human Resources Department prior to any deadlines related to this recruitment process. Please contact the Human Resources Department if you would like this publication in an alternative format.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.maranaaz.gov/jobs>

Position #202000036  
PLANNER  
LC

11555 West Civic Center Drive  
Marana, AZ 85653

[nhemphill@maranaaz.gov](mailto:nhemphill@maranaaz.gov)

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### Planner Supplemental Questionnaire

- \* 1. Please select the highest level of education that you have completed.
  - I have a high school diploma or general education equivalency
  - I have some education past the high school level
  - I have an associate's degree
  - I have a bachelor's degree or higher
- \* 2. Do you have a valid Arizona Driver License? (If you answered no, it will be required at time of hire)
  - Yes     No
- \* 3. Please select the item below that more closely describes your experience in planning, geography, community development, public administration, or closely related field. .
  - I have no related experience
  - I have less than 6 months of direct experience
  - I have more than 6 months but less than 1 year of direct experience
  - I have more than 1 year but less than 3 years of direct experience
  - I have more than 3 years of direct experience
- \* 4. Please select the item below that more closely describes your experience in performing work with graphic illustration including PhotoShop, Illustrator and InDesign.
  - I have no related experience
  - I have less than 1 year of direct experience
  - I have more than 1 year but less than 3 years of direct experience
  - I have more than 3 years but less than 5 years of direct experience
  - I have more than 5 years of direct experience
- \* 5. Please describe your project experience with ESRI's ArcMap/ArcPro GIS software (if none put N/A).

\* Required Question