



CITY OF AVONDALE
invites applications for the position of:
Planner

An Equal Opportunity Employer

SALARY:

\$58,510.33 - \$84,840.72 Annually

OPENING DATE: 05/24/21

CLOSING DATE: Open until filled

The City of Avondale is currently recruiting for a qualified applicant to fill the role of Planner. If you are a highly motivated, highly skilled, enthusiastic, and a collaborative individual wanting to join the tight-knit, results driven Development and Engineering Services Department, then please apply today!

The City of Avondale is in the midst of exciting community growth with a team of professionals committed to providing excellent customer service and a business-friendly environment to the community we serve. Some of the benefits of working for the City of Avondale include a friendly work environment, a four-day work week, and depending on where you live, an enjoyable reverse rush-hour commute into the scenic West Valley in the Phoenix Metro Area.

This is a full-time, FLSA exempt position with benefits.

Effective July 1, 2021 the salary is \$59,973.09 - \$86,961.73 annually.

JOB DESCRIPTION:

The Planner position conducts counter plan reviews, does extensive research and analysis, and prepares background reports on land use, zoning, and other planning related issues including zoning verifications, interpretations, variances, nonconforming rights determinations, and zoning ordinance text amendments. Project Manager for routine land use applications, including, but not limited to, Conditional Use Permits, and Variances and Rezonings. Also manages and updates the General Plan and zoning atlas layers utilizing Geographic Information System (GIS).

ESSENTIAL FUNCTIONS:

Researches, reviews and interprets development regulations. Conducts extensive research, analysis and prepares background reports on land use, zoning and other planning related issues including zoning verifications, interpretations, variances and nonconforming rights determinations. Serves as primary contact for Code Compliance Division for items relating to zoning administration and the zoning ordinance. Acts as Project Manager for conditional use permits, Rezonings, Variances, interpretations, zoning verifications, design review waivers, site plans and appeals.

Reviews and processes applications related to business licenses, liquor licenses, special events, minor building permits, construction plans, residential

plot plans, swimming pools, landscape plans and signs to ensure compliance with City zoning, ordinances and guidelines. Coordinates review with the Finance Department interpreting allowable uses. Participates in problem solving and drafts any stipulations of approval.

Provides information and technical assistance and guidance to the public on ordinance requirements, City policies and review procedures. Provides front counter coverage and researches and reviews applications and special planning projects. Manages and updates GIS maps, including the General Plan, zoning atlas and other graphics. Meets with property owners, attorneys, developers and other professionals to discuss planning, zoning and other related issues. Exercises discretion in problem solving and negotiation.

Prepares staff reports on land use, zoning and other planning related issues including zoning verifications, interpretations, Variances, nonconforming rights determinations, and Zoning Ordinance text amendments. Researches public records requests. Locates documents in file room and scans if needed. Provides documents to City Clerk staff.

As Project Manager, the Planner is responsible for accuracy in preparing public hearing notices, coordination with applicant on neighborhood meetings and public hearing schedule, and finalization of project documents and exhibits. Coordinate with applicant in preparation for public hearings and present findings and recommendations at public hearings. Maintains project files electronically and in paper form.

Assists customers with inquiries about utility services to a specific parcel at the counter, via e-mail, or on the phone. Communicates water and sewer availability, and other related engineering, building, or planning information. Explains development fees and estimated permit fees, and interactive map site. Explains planning documents including the General Plan, Design Manuals, Specific Plans, the Zoning Ordinance, and other related planning and development documents.

**JOB
REQUIREMENTS:**

A Bachelor's Degree in Urban Planning, or a closely related field/knowledge of principles and practices of urban planning, municipal ordinances and research methods.

Three (3) years of Municipal experience reviewing the full range of development applications.

Valid Arizona Driver's License or the ability to obtain one at time of hire.

**SUPPLEMENTAL
INFORMATION:**

Work requires the ability to read and interpret city documents, development plans and cases, laws, maps, and agreements.

Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, division, and statistics.

Work requires the ability to write reports and general correspondence.

Planning responsibilities include coordinating meetings and managing projects.

Work requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers, or temporary employees.

Work is governed by broad instructions, objectives, and policies. Work requires

the exercise of considerable initiative and independent analytical and evaluative judgment.

Possess excellent interpersonal skills: Great communicator (speaking, listening, and writing) who enjoys working with diverse groups and individuals to identify and achieve common objectives; individuals who are motivated, calm under pressure, approachable and energetic, and maintain a positive, can-do attitude. Multi-tasker person who has the ability to serve the customers at the planning counter, answer a high volume of planning and zoning inquires, while managing the electronic permit and planning software tracking system.

The incumbents in this position contact others within the organization. These contacts may involve similar work units, or departments/divisions within the City such as Code Compliance, City Clerks Office, and Economic Development, which may be involved in decision-making or providing approval or decision-making authority for projects. In addition, these incumbents work with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Meetings and discussions may be conducted with citizens, property owners, developers and their representatives. Employee must maintain regular attendance. Ability to work in a constant state of alertness and safe manner.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.avondaleaz.gov/careers>

CONTACT HR WITH QUESTIONS AT:

11465 W. Civic Center Avenue

Human Resources Department

Avondale, AZ 85323

623-333-2200

hr@avondaleaz.gov

Job #2021-00078

PLANNER

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