

City of Tempe

Community Development Dept.

Mail Stop 01-07

PO Box 5002

Tempe, AZ 85280

www.tempe.gov

## PLANNER I / II+

***This recruitment is open until the position is filled or a sufficient number of applications have been reviewed to establish a qualified candidate pool.***

***First review of applications will occur on September 23, 2021.***

[***Careers | City of Tempe, AZ***](https://www.tempe.gov/government/internal-services/human-resources/careers)

**Salary Range:**

*Level I:* $56,428 - $75,798

*Level II:* $64,080 - $86,077

This position is part of a flexible classification. Qualified candidates may be hired at either level based on their experience, education and training as determined by the hiring authority.

**Department / Division:**

Community Development / Planning

**Job Type**:

Full-Time Regular

**Schedule:**

Monday – Friday; 8:00 am – 5:00 pm

**Job Number:**

RC#901400

*The City of Tempe participates in the Arizona State Retirement System (*[*ASRS*](https://www.azasrs.gov/)*) Defined Benefit plan with mandatory employer and employee contributions currently at 12.41%. ASRS pension plan includes a Long-Term Disability Benefit. We also offer a comprehensive benefits package including vacation, sick leave, holiday and short-term disability. Our employees have generous insurance options for medical, dental, vision and life. For more details, visit:*

<https://www.tempe.gov/government/internal-services/human-resources/careers/benefits-summary>

**DESCRIPTION**

The individual in this position will perform a variety of professional-level work involving the gathering, analysis and reporting of social, economic, and engineering data for use in current and long-range planning; and to provide information and assistance on planning related matters to the public, and other department staff.

Duties include, but are not limited to the following:

* Participate/assist in research and production of planning and design guidelines for building types, character areas, and historic districts.
* Carry out necessary research, public consultation, and analysis to prepare long-range planning documents including the decennial General Plan update for the city.
* Participate/assist in coordination of public meetings and preparation of materials for dissemination to the public.
* Interface with current planning staff to gather information on proposed and permitted development projects; utilize the information in long range-planning process and prepare reports for internal and external distribution.
* Communicate effectively with workgroup members, other departmental and City staff, neighborhood groups, board and commission members, as well as the general public.
* Present documents and materials to the public, City Council, boards and commissions as required.

In additions to the general duties within the Planning Division as assigned, the incumbent is responsible for working with the long-range planning section to coordinate, initiate, and maintain Geographic Information Systems (GIS) applications to include maps for planning projects and databases associated with the maps. The individual in this position will also be the liaison with the City’s Enterprise GIS Services.

**MINIMUM QUALIFICATIONS**

**Work Experience:**

***Level I***

Six months of work experience preferably in an architecture, planning, public or business administration or computer/physical sciences environment.

***Level II***

Two years of professional planning experience.

*Years of experience are based upon a full-time work schedule (2,080 hours per year).  The sum of an applicant’s full-time and/or part-time qualifying work experience must meet or exceed the stated minimum qualification. Education will not substitute for the required work experience; however, related unpaid and/or volunteer work experience may be used as qualifying work experience.*

**Education:**

***Both Levels***

Equivalent to a bachelor’s degree from an accredited college or university with major course work in architecture, city planning, public or business administration, computer/physical sciences or degree related to the core functions of this position.

*The term “equivalent” means that directly related work experience exceeding the required work experience will substitute in equal time increments for college-level education, for example: one year of additional directly related work experience will substitute for one year of college education (30 credit hours).*

**Certifications, Licenses, and/or Registrations:**

None

**ADDITIONAL REQUIREMENTS**

Applicants considered for this job classification must pass the following:

* Criminal history background investigation

**ESSENTIAL FUNCTIONS**

For a complete list of City of Tempe job descriptions go to: <https://www.tempe.gov/government/internal-services/human-resources/careers/job-descriptions>

This position is FLSA Exempt which means employees are not eligible for overtime compensation and/or compensatory time.

Employees in this position are represented by the United Arizona Employees Association (UAEA).

**EQUAL EMPLOYMENT OPPORTUNITY*:*** *The City of Tempe is an Equal Opportunity / Reasonable Accommodation employer. The City does not discriminate on the basis of race, color, gender identity, sexual orientation, religion, national origin, familial status, age, disability, and United States military veteran status. Pursuant to the Americans with Disabilities Act, the City will make a reasonable accommodation(s) during the recruitment & selection process. Persons with a disability may request a reasonable accommodation by contacting Human Resources at 480-350-8276. Requests should be made as early as possible to allow time to arrange the accommodation.*