



# Planner II

Come build a city with us...



*We are a young City writing our history and looking for the right candidate to make sure tax dollars are maximized for smart and strategic growth*

The position of Planner II is the advanced level in the professional planning series. Incumbents provide lead direction for individual community planning activities or perform highly specialized and difficult planning functions. The work may include either advanced or current planning projects and requires considerable technical knowledge and independent judgment.

The City of Maricopa is strategically located in Pinal County a half-hour south-west of Phoenix and 35 minutes from Phoenix Sky Harbor Airport. Maricopa is one of the fastest growing cities in Arizona. Incorporated in 2003 as the 88th municipality in Arizona, Maricopa has grown from a population of about 1,500 in 2003 to its estimated current population of 54,000.



**Numerous projects are underway laying the groundwork to make Maricopa a destination city.**



**Downtown Development**



**Creation of a Regional Attraction**



**Development of an Industrial Park**



**Expanding Agra-Tech Research & Development**



## Duties and Responsibilities

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- Research, analyze and interpret social, economic, population and land use data and trends; prepare written reports on various planning matters and elements of the General Plan.
- Communicates orally with customers, clients, or the public in face-to-face one-on-one settings at a service counter or at public meetings.
- Compile information for and make recommendations on special studies and prepare planning reports.
- Assists higher level planners with the preparation of materials for presentation before various boards and commissions, and the City Council.
- Prepares a variety of materials for use in Planning Commission and/or City Council meetings; verifies accuracy of information presented; prepares and presents oral and visual media at commissions and community groups.
- Assists with hearings and commission meetings, as well as review site plans, design review submittals and participate in special projects as needed.
- Check and verifies commercial, industrial, and residential development plans for issuance of zone clearance; process permit applications.
- Draft legal notices and post/submit hearing notices to newspapers, produce site postings, mailings completed within required time frames.
- Performs site inspections to ensure compliance with codes.
- Liaison with outside organization agencies as directed.
- Organizes long term and complex assignment with responsibility for project development, establishing priorities, developing time lines, evaluating work assigned to staff and assuring quality and accuracy of departmental output.
- Review development proposals and work with developers to reach agreement on acceptable site plans; review building plans, parcel maps, and subdivision proposals for compliance with appropriate regulations, and prepare reports of recommendations, and confer with and advise

- architects, builders, attorneys, contractors, engineers and the general public regarding City development policies and standards.
- Prepares zoning code and general plan amendment studies. Research and draft ordinance for review.
- Prepares complex planning reports and studies for presentation to boards, commission and council.
- Participates in planning, organizing and coordinating aspects of the City planning function, including program planning, budgeting, setting priorities and scheduling projects;
- Insures the accuracy, completeness and timely submittal of reports and analyses prepared by staff planners to Planning Commission and various boards.
- Monitors complex projects as they proceed through the permit process;
- Assists in selecting, training, supervising and evaluating the work of journey level professional planners and other support personnel, as directed.
- Advises planning officials on issues regarding land use policy, zoning transportation and other community issues; provides staff and technical support to assigned boards and commissions; may act as secretary to one or more of these commission or boards.
- Keeps informed of current trends in planning, including legislation, court ruling and new techniques, undertakes studies and prepares reports and recommendations on anticipated needs and programs;
- Meets with project representatives, professionals, citizens and organizations to resolve problems related to the division's activities and projects;
- Provides responsible staff assistance to the Planning and Zoning Administrator.

## Minimum Qualifications

- Equivalent to a Bachelor's Degree from an accredited college or university with major course work in urban planning or a related field. 4+ years of technical planning experience desired.
- Any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills, and abilities for this job, may be substituted for evaluation at the discretion of the Planning and Zoning Manager.

### Other Job Requirements:

- Availability on nights, weekends and holidays as needed.
- Ability to work in inclement weather and other potentially hazardous situation.

# Competencies for Successful Performance of Job Duties

## **Knowledge of:**

- Principles and practices of urban planning.
- Principles of development plan review, approval, and zoning enforcement
- Methods and techniques of planning, zoning and subdivision design
- Current literature, information sources and research techniques in the field of urban planning
- Technology pertinent to the planning function
- Applicable Federal, State and local laws, codes and regulations governing zoning, land use, and environmental protection
- Laws underlying general plans, zoning and land divisions.
- Principles and practice of program development and administration

## **Ability to:**

- Participate in the preparation of zoning and land use regulations and ordinance revisions
- Review a variety of planning permits and development plans for conformance with applicable codes and ordinances
- Perform site inspections to ensure compliance with codes.
- Prepare clear and concise administrative reports
- Establish and maintain effective working relationships with those contacted in the course of work
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities
- Maintain effective audiovisual and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Use graphic information such as blueprints, layouts, base maps, or other visual aids
- Comprehend and make inferences from written material such as census data, surveys, previously done studies, or government document reports
- Learn laws underlying general plans, zoning and land divisions
- Learn about current and trending practices in the field of urban planning
- Learn to analyze and compile technical and statistical information and prepare reports
- Identify, coordinate and resolve a wide variety of interests in the development of land use policy
- Interpret and apply Federal, State local policies, laws and regulations
- Communicate clearly and concisely, both orally and in writing
- Participate in the management of a comprehensive planning program
- Prepare and administer program budgets
- Oversee, direct and coordinate the work of lower level staff
- Supervise, train and evaluate staff as assigned by Planning and Zoning Administrator, as directed
- Participate in the development and administration of division goals, objectives and procedures

- The physical demands and environmental characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Physical Demands:**

The physical demands and environmental characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Ability:** Tasks require the ability to exert light physical effort including, but not limited to, lifting, carrying, pushing and/or pulling, etc. of objects and materials of light weight (generally 25 pounds and less). Tasks may involve extended periods of time in seated position and at a keyboard or workstation.

**Project Management:** Tasks require the ability to schedule, coordinate, and manage various projects of varying degrees of difficulty, size and complexity.

**Equipment, Machinery, Tools, and Materials:** Tasks require the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials, commensurate with duties of the position.

**Social and Interpersonal Communication Skills:** Position requires professional social and interpersonal communication skills, including the ability to function in a major organizational unit requiring significant internal and external interaction.

**Reasoning:** Position requires functional reasoning skills enabling the analysis of major problems that necessitate complex planning for interrelated activities that can span one or several work units. Position requires situational reasoning skills allowing the ability to exercise judgment, decisiveness and innovation in situations involving broader aspects of the organization.

## **Compensation:**

*The salary range for this position is, **\$69,967 - \$84,648** annually, depending on education and experience.*

*The City of Maricopa offers participation in the Arizona State Retirement System, health insurance for the entire family, and other competitive benefits.*

## **Application and selection process:**

Qualified candidates should apply on-line at [www.Maricopa-az.gov](http://www.Maricopa-az.gov). Applicants will be screened against criteria provided in this brochure. For more information, contact Amy Langston at [Amy.Langston@maricopa-az.gov](mailto:Amy.Langston@maricopa-az.gov).

*The City of Maricopa 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. Persons with a disability may request a reasonable accommodation by contacting Human Resources at [hr@maricopa-az.gov](mailto:hr@maricopa-az.gov). Requests should be made as early as possible to allow time to arrange the accommodations.*

