



YAVAPAI COUNTY GOVERNMENT JOB DESCRIPTION

PLANNER SENIOR

Revision Approval: 07-01-18

Date Approved: 07-01-11

Department: Development Services

Classification: Classified

FLSA Status: Non-Exempt

Role:

Under general direction, performs professional work of considerable difficulty in the preparation, administration and coordination of all current and long range County planning activities.

Major Duties and Responsibilities:

Interacts with the public, explaining rules, regulations; reviewing development proposals, etc. (30%)

Reviews and processes applications for use permits, re-zonings, sketch plans, subdivision plats and building permits. (30%)

Assists Land Use and Planning Unit Manager with training and monitoring the work of other staff. (25%)

Conducts studies and research. (10%)

Performs other job related duties as assigned. (5%)

Expectations:

1. To possess strong knowledge of practices and principles of comprehensive planning; of research methods and appropriate statistical analyses and legal descriptions of property.
2. To possess a considerable knowledge of the practices and principles of county government and of the organizational operations of the hiring work unit.
3. To develop effective working relationships with associates, representatives of other organizations, and the public.
4. To develop comprehensive plans on a small city, sub-area or neighborhood basis.
5. To possess strong oral presentation and writing abilities and interpersonal skills.
6. Ability to provide ongoing training and supervising to other planners.

Knowledge and Skills:

Experience: Five years of professional planning or related experience required.

Education: Bachelor's Degree in Urban or Regional Planning, Geography, or equivalent field.

Interpersonal Skills: Courtesy, tact and diplomacy are essential elements of the job. Work involves personal contact with others inside and/or outside the county for the purposes of giving or obtaining information, building relationships, making reports, or soliciting cooperation.

Employment with Yavapai County Government is contingent upon successfully passing a criminal background check and verification of work history, academic credentials, licenses and certifications, as applicable.

This Job Description is not a complete statement of all duties and responsibilities comprising this position.

Other Skills: Strong working knowledge of principles, practices and techniques of community planning and zoning; techniques of planning research and its applications; county, state and federal laws pertaining to community planning, industrial development and community conservation; land use regulations and zoning codes; graphic techniques and topography mapping; basic statistical methods; computer applications. Considerable skill in applying the principles and practices of urban or regional planning; preparing technical reports; interpreting planning requirements and objectives to interested groups and the general public. Ability to conduct research on economic, social and physical planning problems; interpret and apply laws pertaining to county planning; establish and maintain effective working relationships with employees, other agencies and the public; follow written and verbal instructions; communicate effectively verbally and in writing; observe or monitor objects, data, and/or behavior to determine compliance with prescribed operating or safety standards; draw or letter charts, schedules, graphs, maps or similar objects; comprehend and make inferences from written material.

Please apply at: <https://www.governmentjobs.com/careers/yavapai/jobs/3337928/planner-senior-development-services-cottonwood-or-prescott>

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