**ABOUT THIS POSITION**

Planner II positions review development construction plans, aid developers and the public, as well as coordinate with other disciplines to ensure the stipulations of approval are included and implemented. These positions perform advanced analysis of technical data and major project work in the field of urban planning.

A Planner II specializing in Site Planning is typically assigned to an interdisciplinary development team. Responsibilities include reviewing plans for code compliance, providing assistance to developers, and coordinating with other disciplines to ensure that stipulations are implemented. Site Planners II attend development meetings, are well-versed in the Zoning Ordinance, and have developed a general knowledge of all disciplines in the development process. They negotiate with developers and other departments, implementing stipulations established through public hearing processes. They have a high degree of contact with developers and the public and develop long term relationships with developers due to long term project assignments and repeat submissions. Site Planners II have a significant amount of autonomy in making recommendations and negotiating with developers.

A Planner II with the Village Planning assignment is responsible for providing support to a village planning committee on village related issues. Village Planners work with neighborhood and community groups to write plans, ordinances and studies relating to their villages, and participate on interdepartmental committees. Village Planners make presentations on plans, ordinances, studies, zoning cases and General Plan amendments to neighborhood and community groups, Planning Commission, and City Council.

A Planner II in the Long Range Section works with neighborhood and community groups to write plans, ordinances or studies and participates on interdepartmental committees. This position may make presentations on plans, ordinances and studies, to neighborhood and community groups, Planning Commission, and City Council.

A Planner II in the Zoning Section serves on interdepartmental committees and coordinates large processes such as application screenings, annexations, regulatory license requests, school district notifications, text amendments, and the preparation of interpretation letters. Some Planner IIs may assist with hearing processes such as the Planning Commission or Zoning Adjustment Hearing. The position requires comprehension of a wide variety of City hearing processes and regulatory documents including the Zoning Ordinance, Special Planning Districts, Specific Plans, General Plan, and others.

**IDEAL CANDIDATE**

* The ideal candidate will be able to attend public development meetings, have experience in zoning ordinances, and general knowledge of all disciplines in the development process.
* Demonstrate strong quantitative and analytical skills and ability to use spreadsheets and databases.
* Understanding of city of Phoenix development review and permitting process

**SALARY**

$57,075.20 - $86,902.40 annually.  Candidates may be hired up to $86,902.40 depending upon qualifications.

**BENEFITS**

A comprehensive benefits package is offered which includes traditional pension with employer and employee contributions; choice of medical HMO, PPO, or HSA/HDHP plan; wellness incentive of up to $720 annually; dental; vision; life insurance; long-term disability; 401(a) and 457 plans; medical enrollment includes a monthly $150 City contribution to a Post-Employment Health Plan; bus/light rail pass; tuition reimbursement program; paid time off includes 11.5 paid holidays, 12 vacation days, and 15 sick days and personal leave days.

For more details, visit: [Unit 007 Benefits](https://www.phoenix.gov/hrsite/Benefit%20Category/007.pdf)

[Pension Information](https://www.phoenix.gov/hrsite/Documents/Talent-Acquisition/Pension%20Information%203.15.2021.pdf)

**MINIMUM QUALIFICATIONS**

* Two years of experience in the field of urban planning
* Bachelor's degree in city or urban planning, landscape architecture, engineering, architecture, political science, a related field, or a field related the specialty area
* Other combinations of experience and education that meet the minimum requirements may be substituted
* The City job description can be found [here](https://www.phoenix.gov/hrsite/JobDescriptions/18220.pdf).
* All finalists for positions are subject to a criminal background check applicable to the department or position.
* For information regarding pre-screening and driving positions, [click here](https://www.phoenix.gov/hrsite/Documents/Talent-Acquisition/Pre-Employment%20Information%203.15.2021.pdf).

The City of Phoenix has paused plans to implement a federal mandate requiring all city employees be vaccinated against COVID-19. This decision comes after a series of legal challenges and a ruling from a federal judge which temporarily halts the COVID-19 vaccine mandate for federal contractors nationwide. If the requirement is reinstated, the City of Phoenix may require new hires to provide proof of full COVID-19 vaccination status as a condition of employment. After a conditional offer has been extended, candidates may request a reasonable accommodation based on a medical disability or for sincerely held religious beliefs.

**PREFERRED QUALIFICATION**

The minimum qualifications listed above, plus:

* Experience providing skilled communication, written and oral, to diverse audiences.
* Experience in developing graphics using ArcGIS (Geographic Information System) software.
* Experience in managing databases, interpreting data, and conducting data analyses.

**RECRUITMENT DATES**

Recruitment closes January 12, 2022. All materials must be received by 11:59 p.m. on this date.

**HOW TO APPLY**

Apply online at <https://www.phoenix.gov/hr/current-jobs/> by completing the required information and attaching,**as one document**, your cover letter and resume. Please include your experience as it relates to the qualifications stated above. Only the highest qualified may be posted to the eligible to hire list. The results of the resume screening process will be sent to your primary email address.

**WE ARE HERE TO HELP**

* During the current health crisis, job interviews may be held by video or audio conference.
* Please be aware that you may be required to wear a face covering or use other personal protective equipment (PPE) related to the COVID-19 pandemic.
* If you are in need of computer resources, [click here](https://www.phoenix.gov/hrsite/Documents/Talent-Acquisition/Free%20Computer%20Access%20Resources.pdf) for free options.
* Explore other [Employment Opportunities](https://www.phoenix.gov/employment) with the City of Phoenix.
* Subscribe to receive [e-mail notifications](https://action.phoenix.gov/j1.pl?a06431395e1fce54d08f3ce16e85899d7b48a2baf2efe0aae72c6d761f480cb0) about new employment opportunities.
* If you need assistance applying for this job, please contact our HR Connection Center at (602) 495-5700.

**REFERENCE**

Planner II: Job Code 18220, ID# 43561

City of Phoenix employees commit to Work Smart, Spend Wisely, Be Kind.

City of Phoenix is an equal opportunity employer. AmeriCorps, Peace Corps, and other national service alumni who meet the required qualifications are encouraged to apply.