



CAREER OPPORTUNITY TOWN OF PARADISE VALLEY

6401 East Lincoln Drive, Paradise Valley, AZ 85253



Planner I

Salary Range: \$61,000 - \$89,000

Open until filled. First review of applications is February 22, 2022

The Town of Paradise Valley lies in the heart of metropolitan Phoenix nestled between Phoenix and Scottsdale and encompasses 15.5 square miles. Residents are committed to maintaining their open, peaceful and quiet surroundings, as well as the unobstructed views of the mountains.

The Town of Paradise Valley is seeking a Planner I to perform professional land use planning assignments and studies and reports related to application of Town codes and policies.

ESSENTIAL FUNCTIONS (This list is illustrative only and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

- Develops and carries out effective and efficient land use planning services, including reviewing architectural plans, subdivision plats, and site plans for compliance with zoning regulations.
- Uses computer software and special applications for planning purposes and processing.
- Assists the public on various permits and applications, including answering questions regarding planning and zoning regulations, policies, and procedures.
- Interacts with Town officials, developers, citizens, and Town staff to compile, interpret, and present research data regarding various Town planning application requests and projects.
- Reviews zoning and building plans for compliance with zoning regulations.
- Coordinates the review of preapplications, subdivisions, Special Use Permits, variances, replats, and other planning and zoning activities, including preparing and scheduling applications for public hearing, posting official notices, preparing associated information and staff reports, and presenting at public meetings.
- Formats, publishes, and distributes a variety of charts, manuals, and maps related to planning programs and projects.
- Produces professional quality staff reports for consideration by Planning Commission, Board of Adjustment, Town Council, and other public bodies.
- Inspects existing and new developments, as needed, to ensure compliance with applicable regulations and policies, and approved plans.
- Provides staff assistance to Planning Commission, Board of Adjustment and other advisory bodies regarding planning and zoning issues, ordinances and policies to facilitate development and code enforcement.
- Confers with engineers, developers, architects, attorneys, property owners, consultants, other agencies and organizations, and the general public in acquiring information and coordinating Department matters and providing information regarding Town development requirements.
- Assists the public at the Community Development counter and by telephone.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of Federal, State, County, and Town laws, codes and regulations regarding land use planning, zoning, and community development matters.

- Knowledge of basic community development and planning principles and theories.
- Knowledge of municipal planning and zoning oriented computer systems and software, including Microsoft Office Suite.
- Skill in reading and interpreting site plans, landscape plans, and architectural plans/renderings.
- Skill in reading and interpreting complex rules, regulations, policies, procedures, and related materials.
- Skill in establishing and maintaining effective working relationships with management, contractors, co-workers, and the public.
- Skill in oral communication and interpersonal skills to explain rules and procedures clearly to the public.
- Skill in preparing a variety of written and oral reports and presentations.
- Ability to work on several projects or issues simultaneously and prioritize tasks.
- Ability to work independently or in a team environment as needed.
- Ability to attend to details while keeping big-picture goals in mind.
- Skill in communicating clearly and concisely, both orally and in writing.

WORKING ENVIRONMENT

The Town of Paradise Valley Community Development Department does accommodate *flexible work schedules in combination of both in-office and remote work* as approved by the Director. Normal working hours are Monday through Friday from 7AM to 4PM.

MINIMUM QUALIFICATIONS

Experience equivalent to one-year full time technical/professional planning, zoning, or engineering work and a bachelor's degree in urban municipal planning, architecture, public administration, or closely related area. Other combinations of experience and education that meet the minimum requirements may be substituted.

APPLICATION AND SELECTION PROCESS - Open until filled. First review of applications is February 22, 2022. Applications will be reviewed as they are received. To be considered, applicants must submit a cover letter, resume and complete the Town of Paradise Valley Job Application located at <http://paradisevalleyaz.gov/168/Employment-Opportunities>

The Town of Paradise Valley offers a comprehensive benefit package and an outstanding Wellness Program. Employee only health insurance is covered by the Town 100%.