



TOWN OF MARANA
invites applications for the position of:

Planner

SALARY:	See Position Description
OPENING DATE:	02/01/22
CLOSING DATE:	Continuous
TOWN OF MARANA:	

Marana is the fastest growing community in Southern Arizona and has the second largest population of the municipalities in Pima County. With an estimated population of over 55,000 residents within its 122 square mile area boundary, Marana permitted over 1,100 new homes in 2021 and expects to exceed that pace of growth in 2022. Commercial development has also dramatically increased in the last year with major industrial and commercial projects, like Amazon, under construction. Marana lies in the Sun Corridor along Interstate 10, approximately 20 minutes northwest of downtown Tucson and 75 minutes southeast of Phoenix.

Marana's standards are high. We are an organization of excellence and have developed four Cultural Value Statements that provide the guidelines for how we work together. Our Cultural Values are: Dedicated Service, Respect, Teamwork and Engaged Innovation.

POSITION DESCRIPTION:

The Town of Marana is seeking a full-time **Planner** to work in Development Services. This is an excellent opportunity for someone interested in utilizing their education in **urban planning** and their expertise in **GIS** to have a direct impact on the growth of the Marana community and the Southern Arizona Region.

The Town offers a competitive benefits package: <http://www.maranaaz.gov/benefits>

Hiring Range \$21.86 - \$26.78

EXAMPLES OF DUTIES:

- Reviews, researches and evaluates planning and development projects such as subdivision plats, development plans, building permits, landscape plans, conditional use permits, variances, design review.
- Oversees the planning process: Coordinates with other departments and outside agencies; conducts meetings; prepares public notifications; provides project information to the general public; assists applicant through the process; and prepares and presents staff report to Board of Adjustment, Planning Commission, and Town Council.
- Provides customer service regarding a wide variety of development related issues through front-counter, phone and on-site assistance; including interpretation of codes, ordinances,

and regulations.

- Works with and manages GIS data and creates land use maps. Creates and maintains GIS database and layers in cooperation with Technical Services staff.
- Creates visual exhibits to aid in greater understanding of project location and outcomes; other mapping projects as needed.
- Collect statistical data and prepare reports, maps, site plans and graphic illustrations on development projects, and land use.
- Addressing duties: review projects for compliance, assign new addresses, coordinate with County on keeping regional resources up-to-date.
- Assist with Department plans and policy updates.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Urban Planning or related field
- Over six months experience in planning, geography, community development, public administration, or closely related field
- Knowledge and experience with GIS software

An equivalent combination of education and relevant experience that provides the desired knowledge, skills & abilities to successfully perform essential functions may be considered.

Preferred Qualifications

- Experience in working with graphic illustration software including PhotoShop, Illustrator and InDesign
- Project experience with ESRI's ArcMap/ArcPro GIS software

Additional Requirements

- Ability to pass both the Town of Marana background check

RECRUITMENT PROCESS

If you meet the minimum requirements, submit a completed Town of Marana application which can be supplemented with a resume and cover letter. Candidates are responsible for verifying receipt of materials. Applications must be submitted by applying online at www.maranaaz.gov and following the employment link. All status updates will be sent via email through the applicant tracking system.

REVIEW PROCESS: Applications are reviewed as they are received, job posting will remain open until a sufficient number of applicants have met the minimum requirements and have been scheduled for interviews.

TOWN OF MARANA CONTACT INFORMATION

11555 West Civic Center Drive
Marana, AZ 85653
www.maranaaz.gov
ph (520) 382-1900 / fx (520) 382-3500

QUESTIONS

Human Resource Staff Contact
Loren Churchman /520.382.1934/ lchurchman@maranaaz.gov

For technical issues with the NEOGOV site, please contact Customer Support at 1-855-524-5627.

The Town of Marana is an equal opportunity employer. If you require a reasonable accommodation at any stage of the application/exam process due to a disability, please contact the Human Resources Department prior to any deadlines related to this recruitment process. Please contact the Human Resources Department if you would like this publication in an

alternative format.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.maranaaz.gov/jobs>

Position #202200008
PLANNER
LC

11555 West Civic Center Drive
Marana, AZ 85653

nhemphill@maranaaz.gov

Planner Supplemental Questionnaire

- * 1. Please select the highest level of education that you have completed.
 - I have a high school diploma or general education equivalency
 - I have some college past the high school level
 - I have an associate's degree
 - I have a bachelor's degree
 - I have a master's degree of higher
 - None of the above options apply to me
 - * 2. Please select the item below that more closely describes your experience in planning, geography, community development, public administration, or closely related field.
 - I have no related experience
 - I have less than 6 months of direct experience
 - I have more than 6 months but less than 1 year of direct experience
 - I have more than 1 year but less than 3 years of direct experience
 - I have more than 3 years of direct experience
 - * 3. Please select the item below that more closely describes your experience in performing work with graphic illustration including PhotoShop, Illustrator and InDesign.
 - I have no related experience
 - I have less than 1 year of direct experience
 - I have more than 1 year but less than 3 years of direct experience
 - I have more than 3 years but less than 5 years of direct experience
 - I have more than 5 years of direct experience
 - * 4. Please describe your project experience with ESRI's ArcMap/ArcPro GIS software (if none put N/A).
- * Required Question