

### **Planner I**

This position will report to the Community Services Department as a Parks and Recreation Planner.

**GENERAL PURPOSE:** Under direct supervision, performs professional planning work in land development functions to maintain the City's structured, planned and organized growth and development in compliance with all regulatory requirements.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Provides technical and professional planning services to achieve consistent and sustainable growth in the City, adequate public services and compatible land use; assures project plans are in conformance to Department goals, and in compliance with local, state and Federal codes and regulations.
- Reviews entry level planning projects, and determines potential impact on parks, recreation, open space, trails, and infrastructure and environment; analyzes plans and information, and recommends approval or modifications.
- Reviews and evaluates project designs, plans, and technical documents for compliance with City standards and regulatory requirements.
- Reviews development plans with developers, builders, utility companies, and other City departments; summarizes all input for presentation to the Planning and Zoning Commission and City Council.
- Works with development professionals and the public in resolving questions concerning the Parks and Recreation Master Plan and other studies, such as the Wildlife Corridors Best Practices Guide, the El Rio Design Guidelines and Planning Standards, the City's Development Code, General Plan, and other related parks and recreation studies.
- Manages special projects as assigned; conducts research and analysis on City ordinances, permits, plans, rules and regulations.
- Answers inquiries and assists the public and other agencies in matters relating to planning; provides general plan information within scope of authority.
- Assists with the development of Community Services capital improvement projects and grant opportunities to fund capital projects.
- Prepares maps for parks and recreation related projects.
- Performs other duties as required.

## **JOB DESCRIPTION**

### **Planner I**

#### **MINIMUM QUALIFICATIONS:**

##### **Education and Experience:**

Bachelor's Degree in planning or related field, and one (1) year experience in public sector planning; OR an equivalent combination of education and experience.

##### **Necessary Knowledge, Skills and Abilities:**

###### **Knowledge of:**

- City organization, operations, policies and procedures.
- Principles of strategic municipal planning and project management.
- Applicable statutes, rules, ordinances, codes and regulations.
- Planning topics including parks, trails, open space, land uses, and data collection.
- Principles and practices of community and long range planning.
- The principles of record keeping and records management.

###### **Skill in & Ability to:**

- Preparing user-friendly maps using ESRI products.
- Detection of discrepancies in plans, methods and processes.
- Interpreting technical documents and map specifications.
- Collecting, tabulating, organizing, evaluating, analyzing and presenting data and information.
- Presenting technical information to the general public, boards, commissions and elected officials in a clear and concise manner.
- Reading, interpreting, understanding and applying planning standards and procedures, applicable Federal rules and regulations, and City policies and procedures.
- Working under pressure of deadlines, and establishing and maintaining cooperative working relationships with employees, officials, other agencies and the general public.
- Operating a personal computer utilizing a variety of business software.
- Effective oral and written communication.
- Establish and maintain positive, effective working relationships with those contacted in the performance of work.

Please apply for this position at: <https://www.governmentjobs.com/careers/buckeyeaz/>

##### **Special Requirements:**

**Physical Demands / Work Environment:** Standard office environment.

**Reports To:** Community Services' Administration and Project Manager

**Supervision Exercised:** None

**FLSA Status:** Exempt

I HAVE REVIEWED AND UNDERSTAND THE DUTIES, RESPONSIBILITIES, AND REQUIREMENTS OF MY JOB DESCRIPTION.

**JOB DESCRIPTION**  
**Planner I**

\_\_\_\_\_  
Employee Name (Printed)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.*