

**Planner I**

Bargaining Unit: Classified

Class Code:

2720

MOHAVE COUNTY

Established Date: May 6, 2015

Revision Date: Jun 1, 2021

**SALARY RANGE**

$21.50 - $33.37 Hourly

$1,720.00 - $2,669.60 Biweekly

$44,720.00 - $69,409.60 Annually

**JOB SUMMARY:**

Performs

professional

planning

work

involved

in

the

research

and

development

of

county

planning and implementation of programs for the growth and development of Mohave County

**REPORTS TO**

A higher level of authority.

**SUPERVISION EXERCISED**

May exercise technical supervision of Planning Technicians and others as directed.

**ESSENTIAL JOB FUNCTIONS:**

Evaluation, review, and processing of site plans for commercial, industrial and multi-

family residential proposals, RV and Manufactured Home Parks.

Rezones, zoning use permits, General Plan and other plan amendments.

Works on other development proposals and special projects, meeting deadlines that

the county considers critical and that meets customer demand.

Preparation

of

review

correspondence

in

relation

to

the

above

submittals

and

answering questions regarding reviews.

Preparation and presentation of reports (text, maps, and other back up documents) and

recommendations to the Planning and Zoning Commission and Board of Supervisors.

Site visits and posting of legal notices.

Backup of the Planner II, Long Range Planner's work with administration of the General

Plan and area plans.

Assists with research and preparation of reports, drafting of policies and procedures,

and work on high priority special assignments commonly involving short deadlines.

Attending

and

presenting

at

public

input

meetings,

and

other

forms

of

community

outreach for the department.

Preparation of GIS-based maps of pending developments, including but not limited to

renewable

energy

projects,

general

and

area

plan

implementation,

and

for

all

other

work performed by this position.

Preparation of statistics and general information regarding projects in review.

Research into and work on public information requests and inquiries (many regarding

litigious issues).

Tracking and coordinating projects

Data base creation and maintenance.

Communicates and acts in a professional manner with the public, co-workers, and work contacts.

# SECONDARY JOB FUNCTIONS

Performs related work as required.

Performs special assignments as requested.

Exercise regular and predictable attendance and punctuality in accordance with Mohave County Personnel Policies and Procedures.

**MINIMUM QUALIFICATIONS:**

A Bachelor's Degree in urban or regional planning, or related applicable field.

Planning experience (including internship, or work study in urban or regional planning in general or specialized fields).

Any equivalent combination of education, experience, and training which provides the required knowledge, skills and abilities will be considered in meeting the minimum qualifications.

# SPECIAL JOB REQUIREMENT

Must possess a valid driver's license for operation of motor vehicles on Arizona roads at the start of employment and maintain said license while employed in this position.

Must provide acceptable driving history at no cost to the County.

**KNOWLEDGE, SKILLS & ABILITIES:**

**Knowledge of:**

Principles, practices and techniques of community planning and zoning.

Economics, public finance and sociology as applied to community planning.

Principles and practices of engineering and physical design as applied to community planning.

County, state and federal laws, rules and regulations pertaining to community planning, industrial development and community conservation.

Land use regulations and zoning codes, their structure and application.

Graphic techniques and topographic mapping.

Basic statistical methods.

The applications of data processing techniques to planning and zoning systems. Computing literacy to include use of graphics, word processing and electronic spreadsheet applications.

Conducting public meetings and working well with the public.

Department policies, rules and procedures.

Mohave County Personnel Policies and Procedures, and Department Regulation.

**Skill in:**

Precise attention to detail.

Application processing.

Utilizing computer systems and applications, personal computers, networked system, Internet and GIS in the performance of work assignments, such as graphics, word processing, databases and electronic spreadsheets.

**Ability to:**

Apply the principles and practices of urban or regional planning.

Establish and maintain effective working relationships with department personnel, County departments, planning agencies and the public.

Interpret planning requirements and objectives to interest groups and the general public.

Plan, organize, coordinate and present urban and regional planning projects and conduct technical research on economic, sociological and planning problems. Perform research work, compile and analyze data and statistical information and prepare and present clear and concise oral and written technical reports and recommendations.

Interpret and utilize current planning information pertaining to work assignments.

Communicate and maintain professionalism with the public, co-workers, and work contacts.

Perform the essential functions of the job specifications with or without a reasonable accommodation.

**WORKING CONDITIONS/PHYSICAL REQUIREMENTS:**

Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and to communicate effectively in person and on a telephone. Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to comprehend written work instructions. Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment, personal computer and peripheral devices.

Sufficient personal mobility, flexibility, and physical reflexes, with or without reasonable accommodation, which permits the employee to work in an office environment. Must be able to perform the physical requirements of this classification with or without a reasonable accommodation.

Significant field work and frequent travel to various sites throughout Mohave County required.

Work is subject to varying post or job site assignments.

Work requires frequent usage of Video Display Terminals (VDT).

Frequent lifting of objects weighing 25 to 50 pounds.

Intermittently, sitting, standing, and stooping.

Work performed in very noisy environment.

This classification does not meet the safety sensitive definition as outlined by Arizona Revised Statute, § 23-493 et seq.

**MISCELLANEOUS:**

**OCCUPATIONAL CATEGORY:** Professional

**SALARY RANGE:** 16 **FLSA:** Non-Exempt

# WORK CONTACTS

Extensive contact with the public, including applicants, registrants (surveyors and engineers), other agents, a wide variety of other county departments, and local, state, and federal agencies with jurisdiction over the proposals submitted.

**DISCLAIMER:**

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. It is illustrative and representative. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment within the scope of the job specification for the position. Physical characteristics described herein are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable an individual with a qualified disability to perform the essential functions of a job, on a case-by-case basis.

Please apply at [Job Opportunities | Sorted by Job Title ascending | Mohave County Career Opportunities (governmentjobs.com)](https://www.governmentjobs.com/careers/mohavecountyaz)