**Definition:** Under general supervision of the Community Development Department (CDD) Planning Services Manager, the Planner I performs a variety of current and long-range planning functions that include evaluating project design, making recommendations and decisions on planning entitlements, developing effective responses and solutions to land use and development issues and assisting with writing amendments to the zoning code, design standards and General Plan. The Planner is able to read and understand construction documents, analyze planning issues, interpret codes and policies plus communicate this information effectively with others. **This job class is treated as FLSA Exempt.**

**Distinguishing Features:** The Planner I job class is a fully qualified and fully functional but more entry level position within the Planner job class family and career progression. The Planner I job class is distinguished from the Planner II by focus on more routine and basic planning projects and assigned duties. Assumes responsibility for less complex duties and special projects than the Planner II job class.

**Essential Functions:** Essential functions may vary among positions and may include the following tasks, knowledge, abilities, skills, and other characteristics. This list of tasks ILLUSTRATIVE ONLY and is not intended to be a comprehensive listing of tasks performed by all positions in this classification.

**Tasks:**

1. Reviews land use and development applications including site, landscape, grading plans, drainage plans and architectural designs for compliance with Community codes, policies, standards and good planning principals.
2. Creates recommendations and draft reports for various Community Council appointed Board(s) and committees including the Land Management Board, Design Review Committee and Community Council.
3. Assists in the preparation of site-specific plans, area development plans, master development plans and other long-range land use plans associated with Community uses and public facility improvements.

1. Coordinates zoning action cases for the Land Management Board and Community Council public hearings in accordance with the Community’s ordinances and policies.
2. Establishes and coordinates working relationships with SRPMIC Departments, consultants, contractors, developers and representatives from organizations concerning land use planning and development.

1. Contributes to establishing procedures and techniques for gathering, analyzing and compiling statistics on Community socio-economic data, census information, land use patterns, demographic data, population statistics, housing information, land ownership and other planning issues.
2. Prepares presentation materials utilizing various software packages and GIS maps. Performs other tasks to facilitate successful meetings.
3. Performs other job related duties as assigned by the Planning Services Manager or CDD Director.

**Knowledge, Skills, Abilities and Other Characteristics:**

* Knowledge of the history, culture, laws, ordinances, customs and traditions of the SRPMIC.
* Knowledge of the Community’s land-use goals, policies and practices.
* Knowledge of design concepts especially related to Pima and Maricopa themes.
* Knowledge of principles and practices for land use planning and development.
* Skill using ESRI Geographic Information Systems products.
* Skill using calculators and computers to perform mathematical computations.
* Skill communicating with others, using legal, technical and non-technical language, as appropriate, to provide explanations to audiences of varying levels of support and understanding.
* Ability to analyze data, draw logical conclusions and make sound decisions and recommendations.
* Ability to exercise resourcefulness in addressing new problems.
* Ability to establish and maintain effective work relationship with Community Members, co-workers, consultants, contractors and officials.

**Qualifications**:

* **Education & Experience:** A Bachelor’s degree from an accredited college or university in Planning, Architecture, Environmental Design, Geography, Landscape Architecture or closely related field AND a minimum of 2 years of demonstrated successful work experience in land development planning.
* **Equivalency –** Any equivalent combination of experience and education that will allow the applicant to satisfactorily perform the duties of the job may be considered when filling the position.
* **Underfill Eligibility**: An enrolled Community Member whom closely qualifies for the minimum qualifications for a position may be considered for employment under SRPMIC Policy 2-19, Underfill
* **Special Requirements**: May be required to work beyond normal work hours including nights, weekends or holidays.

Prior to hire as an employee, applicants will be subject to drug and alcohol testing. Will be required to pass a pre-employment background/fingerprint check. Employees are subject to random drug and alcohol testing.

**SRPMIC is a mandatory covid vaccine employer. All employees are required to be fully vaccinated as a condition of employment.**

**"SRPMIC is an Equal Opportunity/Affirmative Action Employer" Preference will be given to a qualified Community Member, then a qualified Native American and then other qualified candidate.**

**In order to obtain consideration for Community member/Native American preference, applicant must submit a copy of Tribal Enrollment card or CIB which indicates enrollment in a Federally Recognized Native American Tribe by one of the following methods:**

**1) attach to application**

**2) fax (480) 362-5860**

**3) mail or hand deliver to Human Resources**

Documentation must be received by position closing date. The IHS/BIA Form-4432 is not acceP-ted. Your Tribal ID/CIB must be submitted to HR-Recruitment-Two Waters.

Link to Apply: <https://www.governmentjobs.com/careers/srpmic/jobs/3553636/planner-i?page=4&pagetype=jobOpportunitiesJobs>

APPLICATIONS MAY BE FILED ONLINE AT: <http://www.sr12mic-nsn.gov/em12loY.ment>

OUR OFFICE IS LOCATED AT: 10005 E Osborn Road Scottsdale, AZ 85256

480-362-7925

480-362-7925 [hrrecruitment@sr12mic-nsn.gQY](mailto:hrrecruitment@sr12mic-nsn.gQY).