



City of Peoria Human Resources

Title: Senior Planner

FLSA STATUS: Exempt from overtime under the Fair Labor Standards Act (FLSA).

SUPERVISION RECEIVED AND EXERCISED:

- Receives direction from Principal Planner and/or Planning Manager.
- This is a non-supervisory job classification.

MINIMUM QUALIFICATIONS

- **Education:** Requires a Bachelor's degree in Urban Planning, Architecture, Geography, Landscape Architecture, Public Administration, or a related degree from an accredited educational institution.

An equivalent combination of education and job related experience may substitute for the educational requirements on a year-for-year basis.

For Parks & Natural Resources Planner:

Requires a Bachelor's degree in Urban Planning, Landscape Architecture, Natural Resource or Park Resource Planning, Environmental Planning, or a related degree from an accredited educational institution.

- **Experience:** Minimum three years related experience in land use planning, or development of public policy and knowledge of its impact on citizens.
 - Excellent customer service skills and research methods/techniques.
 - Ability to communicate verbally and in writing technical information to a range of customers including, but not limited to a non-technical audience.
 - Requires knowledge of principles, practices, and methods in Urban Planning;
 - Application of planning principles to work assignments and development of creative solutions to problems.
 - Relevant technological and computer literacy including Microsoft Office, Geographical Information Systems (GIS), and Adobe Suite products.

Additional when assigned to Parks & Natural Resources:

- Experience in parks / open space planning, management, and acquisition.
 - Experience in reviewing or managing of cultural resource reports, conservation reports, and/or native plant salvage reports.
- **Licenses/Certifications/Special Requirements:** Valid AZ Driver's License upon hire.

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PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.
- Master's degree.
- AICP (American Institute of Certified Planners) Certification.
- Experience in electronic document review and/or Accela permitting software
- Previous work experience in a specialized area such as historic preservation, economic development, or open space planning, management and acquisition.

Additional Preferred/Desirable for Parks & Natural Resources:

- Experience with preparing and overseeing grant applications or programs from several funding sources relative to parks, open space preserves, cultural resources, and regional trails.
- Administration and management experience with outside consultant contracts.

JOB SUMMARY

The Senior Planner performs advanced level professional work on complex planning projects that require considerable skill in research, analysis, and presentation of data. This position regularly engages in extensive and complex public outreach associated with a wide variety of development projects. The Senior Planner may oversee special studies and/or strategic projects, along with assist senior level staff in developing policy and design guidelines.

For Parks & Natural Resources Planner:

The Parks and Natural Resources Planner performs comprehensive community planning and provides management assistance related to the City's parks, open space preserves, cultural resources, and regional trail/path network. Qualified individuals are expected to provide balanced land use decision making taking into consideration the protection of the natural environment with community goals and enhanced quality of life.

This position serves as a primary land management steward and liaison with Parks and Recreation Department and Planning Department staff, development / industry representatives, community groups, and members of the public. In addition to assisting with planning, acquiring, and supporting of preserve areas and the city's regional trail system, this position may oversee grant applicants, conduct special studies and/or facilitate strategic initiative projects, along with assist senior/supervisory level staff in developing policy and departmental design guidelines.

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ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions for Senior Planner Assignment
1	Works independently and is self-motivated. May assume a leadership role on a project if required. Establishes and maintains effective working relationships with City officials, other professionals, developers, other jurisdictions, citizens and co-works.
2	Provides technical review of advanced planning and development applications to ensure compliance with applicable General Plan goals and policies, City Zoning Ordinance regulations, Design Review Manual policies, and best planning practices. Seeks out assistance of senior staff members on complicated issues to ensure all exploration of all factors.
3	Meets with property owners, attorneys, and design professionals to discuss and resolve planning and development issues, and exercises discretion in problem solving.
4	Leads or assists in preparation of city-initiated amendments to the General Plan, Zoning Ordinance, and the Design Review Manual by conducting research and analysis, and drafting of proposed modifications.
5	Makes presentations or acts as a liaison to various boards, commissions and citizen groups; attends community and neighborhood meetings; and periodically participates in board/commission meetings.
6	Prepares charts, maps and other visual aids. Researches data and information; manipulates map creation; directs and coordinates visual aid development; updates graphs, spreadsheets, tables, and other data.
7	Manages and / or oversees development applications, special studies, and consultant-driven projects.

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#	Essential Functions for Parks & Natural Resources Assignment
1	Works independently and is self-motivated. May assume a leadership role on a project if required. Establishes and maintains effective working relationships with City officials, other professionals, developers, other jurisdictions, citizens and co-workers.
2	Provides technical review of development applications and City-initiated projects to ensure compliance with applicable federal, state, and local regulations, and best practices. May conduct onsite project inspections as needed. Seeks out assistance of senior staff members on complicated issues to ensure exploration of all factors.
3	Meets with various city department staff, property owners, attorneys, and design professionals to discuss and resolve planning and development issues, and exercises discretion in problem solving.
4	Makes presentations or acts as a liaison to various boards, commissions and citizen groups; attends community and neighborhood meetings; and periodically participates in council/board/commission meetings.
5	Provides technical information and recommendations for development agreements, plats and site plans. Tracks progress of development cases, land dedications and works with operations staff on implementation
6	Manages and / or oversees special studies, grant applications and consultant-driven projects.
7	Provides weekly reports, provides statistical data and information to assist Manager with budget preparation and efficiencies.
8	Prepares charts, maps and other visual aids. Researches data and information; manipulates map creation; directs and coordinates visual aid development; updates graphs, spreadsheets, tables, and other data.

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PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with "X"					
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Work Environment for this position is indicated below with "X"				
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
Office	X	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers (laptop), printers, scanner, copy / fax machine, and related software, telephone, vehicle, plotter, drafting scales.

PROTECTIVE EQUIPMENT REQUIRED: None required.

For Parks and Natural Resource Planner:

Protective clothing, footwear, hardhat, and safety vest when job site requires.