**ABOUT THIS POSITION**

Planners II are responsible for major planning functions or projects requiring combinations of skill in research, analysis, development, presentation, or interpretation of concepts and data pertaining to planning and implementation of plans. Tasks will be assigned based on the business operations of the division.

Site Planner IIs require an understanding of many City codes and ordinances, including the Zoning Ordinance and Subdivision Ordinance, and a general knowledge the City's development process and submittal requirements. Tasks include organizing with developers and other departments to implement stipulations established through public hearing processes. It will require the ability to perform the role with a significant amount of autonomy in making project decisions.

Signs Section Planner II is an integral team member with urban design knowledge who reviews complex sign applications and provides guidance to sign designers, sign users and fellow team members. Responsibilities include design review, ensuring code compliance and assisting with the Zoning Adjustment process. This position requires comprehension of sign standards in a variety of regulatory documents including the Zoning Ordinance, Zoning Overlay Districts, PUD's, Area or Corridor Plans and Comprehensive Sign Plans (CSPs). Tasks include reviewing applications for new and amended CSPs, sign use permits, and sign variances, assisting in organizing and leading team meetings, attending Zoning Adjustment hearings and meets with applicants regarding complex design and regulatory issues.

Long Range Planner II works with neighborhood and community groups to write plans, ordinances or studies and participates on interdepartmental committees. This position may make presentations on plans, ordinances, and studies, to neighborhood and community groups, Planning Commission, and City Council.

Zoning Section Planner II serves on interdepartmental committees and coordinates large processes such as application screenings, annexations, regulatory license requests, school district notifications, text amendments, and the preparation of interpretation letters. Some Planner IIs may assist with hearing processes such as the Planning Commission or Zoning Adjustment Hearing. The position requires comprehension of a wide variety of City hearing processes and regulatory documents including the Zoning Ordinance, Special Planning Districts, Specific Plans, General Plan, and others.

A Planner II\*Village is responsible for providing support to a village planning committee on village related issues. The Village assignment is distinguished from the base class by the extensive public contact and negotiation skills and technical knowledge required to work with neighborhood and community groups to write plans, ordinances and studies relating to their assigned villages. This position will create material and present on plans, ordinances, studies, zoning cases and general plan amendments to neighborhood and community groups, interdepartmental committees, Planning Commission, and City Council.

There are multiple vacancies in the Planning and Development Department for Planner II and Planner II\*Village.

**IDEAL CANDIDATE**

* Knowledge of zoning ordinances, State and Local codes, and all disciplines in the development process.
* Availability to attend public meetings.
* Proficient written and verbal communication skills with the ability to present to diverse audiences.

**SALARY**

Planner II - $58,032.00 - $88,379.20 annually.  Candidates may be hired up to $88,379.20 depending upon qualifications.

Planner II\*Village - $61,110.00 - $92,893.00 annually.  Candidates may be hired up to $92,893.00 depending upon qualifications.

**BENEFITS**

A comprehensive benefits package is offered which includes traditional pension with employer and employee contributions; choice of medical HMO, PPO, or HSA/HDHP plan; wellness incentive of up to $720 annually; dental; vision; life insurance; long-term disability; 401(a) and 457 plans; medical enrollment includes a monthly $150 City contribution to a Post-Employment Health Plan; bus/light rail pass; tuition reimbursement program; paid time off includes 12.5 paid holidays, 12 vacation days, and 15 sick days and personal leave days.

For more details, visit: [Unit 007 Benefits](https://www.phoenix.gov/hrsite/Benefit%20Category/007.pdf)

[Pension Information](https://www.phoenix.gov/hrsite/Documents/Talent-Acquisition/Pension%20Information%203.15.2021.pdf)

**MINIMUM QUALIFICATIONS**

* Two years of experience in the field of urban planning.
* Bachelor's degree in city or urban planning, landscape architecture, engineering, architecture, political science, a related field, or a field related the specialty area.
* Other combinations of experience and education that meet the minimum requirements may be substituted.
* The City job description can be found [here](https://www.phoenix.gov/hrsite/JobDescriptions/18220.pdf).
* All finalists for positions are subject to a criminal background check applicable to the department or position.
* For information regarding pre-screening and driving positions, [click here](https://www.phoenix.gov/hrsite/Documents/Talent-Acquisition/Pre-Employment%20Information%203.15.2021.pdf).

**PREFERRED QUALIFICATIONS**

The minimum qualifications listed above, plus:

* Experience working with the public and providing customer service.
* Experience communicating and enforcing regulations.
* Experience using data and analytics to prepare reports.
* Experience providing skilled communication, written and oral, to diverse audiences.
* Experience with project management.

**RECRUITMENT DATES**

Recruitment closes October 27, 2022. All materials must be received by 11:59 p.m. on this date.

This recruitment and any interview process as a result of this recruitment may be used by multiple hiring managers and multiple departments throughout the City to fill any related current or future vacancies; other recruitments and appropriate eligible lists may also be considered.

**HOW TO APPLY**

Apply online at <https://www.phoenix.gov/hr/current-jobs/> by completing the required information and attaching,**as one document**, your cover letter and resume. Please include your experience as it relates to the qualifications stated above. Only the highest qualified may be posted to the eligible to hire list. The results of the resume screening process will be sent to your primary email address.

**WE ARE HERE TO HELP**

* Job interviews may be held by video or audio conference.
* If you are in need of computer resources, [click here](https://www.phoenix.gov/hrsite/Documents/Talent-Acquisition/Free%20Computer%20Access%20Resources.pdf) for free options.
* Arizona at Work has frequent classes to help with resume writing, interviewing skills, and general career guidance. Click [here](https://arizonaatwork.com/events) for more information.
* Explore other [Employment Opportunities](https://www.phoenix.gov/employment) with the City of Phoenix.
* Subscribe to receive [e-mail notifications](https://action.phoenix.gov/j1.pl?a06431395e1fce54d08f3ce16e85899d7b48a2baf2efe0aae72c6d761f480cb0) about new employment opportunities.
* If you need assistance applying for this job, please contact our HR Connection Center at (602) 495-5700.

**REFERENCE**

Planner II: Job Code18220/18221, ID # 47255

City of Phoenix employees commit to Work Smart, Spend Wisely, Be Kind.

City of Phoenix is an equal opportunity employer. AmeriCorps, Peace Corps, and other national service alumni who meet the required qualifications are encouraged to apply.