



CITY OF GOODYEAR
 Department of Human Resources
 1900 N. Civic Square,
 Goodyear, AZ 85395

<http://www.goodyearaz.gov>

**INVITES APPLICATIONS FOR THE POSITION OF:
 Senior Planner**

An Equal Opportunity Employer

SALARY

\$72,290.63 - \$107,315.95 Annually

ISSUE DATE: 12/13/22

FINAL FILING DATE: Continuous

THE POSITION

This position is open until filled with a first review of applications occurring after January 9, 2023.

The Sr. Planner performs an advanced level of professional and technical urban planning work associated with community planning and development. Manages land development proposals and planning projects by providing implementation of the City's General Plan and ensuring compliance with City development policies, codes and design guidelines. Conducts research and planning analysis, formulates recommendations and makes written and oral presentations to citizen groups, City boards and commissions and the City Council on a variety of land development requests and planning issues. The work of a Planner II is distinguished from that of other junior or senior level planners by the complexity, size, public involvement and community impact of the land development requests and planning projects managed and by the level of independence in the performance of assigned projects or functions.

The Sr. Planner requires three years of related experience and a Bachelor's Degree although additional equivalent years of experience may substitute for the degree requirement.

The ideal candidate will be a self-motivated, respectful, high-performing individual who possesses a bachelor's degree in Planning or a related field. The ideal candidate will also possess at least three years of experience in a municipal environment or equivalent, conducting plan review, being responsive to customers and residents, writing professional reports, and making public presentations. A master's degree in Planning or a related field and American Institute of Certified Planners (AICP) certification are desirable but not required.

Goodyear is a fast growing community and the Development Services Department is committed to continuously improving the way we work to achieve the highest quality results and greatest employee satisfaction.

At the City of Goodyear, you will be a part of an organization that values its employees as its greatest asset. In fact, in a recent survey 96% of Goodyear employees say the city is a good employer. You will become part of a dedicated team of professionals that will be challenged to learn and grow in an environment that values employee development and career-building. You will thrive in a culture of innovation.

The city of Goodyear prides itself on providing the finest municipal services to our community. We are guided by our core values of: **Integrity - Initiative - Empathy - Optimism - Innovation, and Adaptability** and we strive to create an environment where everyone feels respected, valued and included. We understand that having employees who represent all aspects of our community drives us to deliver outstanding service. If you share our core values, passion and dedication, we

would be excited to have you join Team Goodyear.

EXAMINATION PROCESS

Only a limited number of the most highly qualified applicants meeting the City's requirements will be invited for an interview. Examination process for this position will include: Panel Interview

ESSENTIAL FUNCTIONS

- **Formal Education/Knowledge:** Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
- **Experience:** Minimum three years of experience in a related field.
- **Certifications and Other Requirements:** Valid Driver's License
- **Reading:** Work requires the ability to read general correspondence, plans, zoning ordinances, codes, guidelines, state statutes, policies, trade journals, and reports.
- **Math:** Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division and to conduct college-level algebraic and statistical calculations.
- **Writing:** Work requires the ability to write general correspondence, various reports, letters, and memorandums.
- **Managerial:** Job has no responsibility for the direction or supervision of others but may provide advice/direction to an employee with less experience/skill or tenure.
- **Budget Responsibility:** Has no budgetary responsibility.
- **Policy/Decision Making:** Significant - The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. More complex work as well as decisions with more significant impacts are typically reviewed prior to being finalized.
- **Technical Skills:** Comprehensive Application - Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization
- **Interpersonal/Human Relations Skills:** High - Interactions at this level usually impact the implementation of policies. Contacts may involve interpretation of how policies are implemented and may require discussion and the support of controversial positions or the negotiation of sensitive issues or important presentations. During interactions on policy implementation, contacts may also involve stressful, negative interactions requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.

REQUIREMENTS

This information is intended to be descriptive of the key responsibilities of the position. The following functions do not identify all duties performed by the incumbent. Other duties and responsibilities will be performed as assigned.

- Performs and manages special planning studies, specific area plans, land use policy recommendations, and regulatory strategies. Collects and analyzes pertinent data, facilitates the public participation process, and presents findings to management, Planning Commission and City Council. Performs updates to the General Plan and reports to City Council, management and the public on progress of the General Plan. Monitors the scope, schedule and progress of the General Plan implementation activities for all City departments. Prepares special studies relating to land use, public facilities, neighborhood/area plans, demographics, and other matters. Participates in the

- development of parks and open space, transportation, public safety, housing, and other community plans.
- Provides technical support, information, and guidance to property owners, developers, other City departments, elected and appointed officials, and the general public on adopted ordinances, policies, plans, and procedures. Coordinates with other departments in the development of policies relating to planning and development.
 - Compiles and analyzes data on population, employment, housing, and development trends; provides data analysis and population/housing projections; and prepares reports on land use, demographic and development trends for use in policy decisions by other City departments, management, and the City Council.
 - Assists in the interpretation and applies City codes, ordinances, regulations, standards, guidelines, policies and procedures pertinent to planning, zoning, land development, land use, and development design proposals. Researches code-related issues as needed, and makes new policy recommendations to management. Maintains a comprehensive, current knowledge of applicable codes, regulations, standards and best practices related to urban planning, land development and development design.
 - Drafts ordinance amendments and design guidelines. Participates in the preparation and implementation of development policies and design guidelines. Researches development standards, design guidelines and development processes of other jurisdictions, analyses existing standards, requirements and procedures, and makes recommendations to management.
 - Represents the City on various local and regional committees pertaining to planning and development policy matters and technical issues. Represents the City to the development community and the general public. Represents the Division on internal and external task forces and committees.
 - Manages the Community Development Block Grant (CDBG), Home Investment Partnership (HOME), and other HUD related grant programs by writing competitive grant applications to Maricopa County; managing awarded grants and ensuring they meet federal, state, county, and local requirements; overseeing the housing rehabilitation consultant; providing staff support to the Community Development Advisory Committee representative; creating the Five-Year Consolidated Plan; implementing Fair Housing activities; preparing for the annual audit; and other tasks as required by the program.

12 MONTH OBJECTIVES

First Month:

1. Attend Goodyear Employee Orientation (GEO) and complete all assignments, trainings, and meetings associated with GEO.
2. Become familiar with Goodyear's core values
3. Become familiar with Goodyear's plans, codes and ordinances
4. Work with the Planning Manager to create a work plan establishing assignments and goals for the Senior Planner position

First Three Months:

1. Become familiar with Goodyear's development review processes
2. Become familiar with Goodyear's culture of continuous improvement
3. Complete review tasks related to construction plans, signs and zoning permits
4. Assume project management duties of development review projects as assigned
5. Serve as planner on call and assist with other customer service duties
6. Support due diligence and pre-application meetings by:
 - attending DRC
 - attending meetings in a support role

First Six Months:

1. Participate and support continuous improvement activities
2. Provide support to the Planning Commission and Council process by:
 - Assisting junior staff with staff reports

- Mentoring junior staff on presenting to the Commission and Council
- Attending Planning Commission and City Council meetings in a support role
- Providing support at Legal Office Hours

First Year:

1. Fully complete a project from pre-application to Council approval
2. Mentor junior staff to ensure their professional development
3. Create an Individual Development Plan

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.goodyearaz.gov>

OR

1900 N. Civic Square,
Goodyear, AZ 85395

EXAM #FY2300309

SENIOR PLANNER

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Senior Planner Supplemental Questionnaire

* 1. Please indicate your years of related experience.

- None - under 1 year
- 1 - 2 years
- 3 - 4 years
- 5 - 6 years
- 7 or more years

* 2. Do you possess AICP certification?

- Yes
- No

* 3. Please indicate your highest level of completed education:

- High School Diploma/GED
- Some College (minimum 6 months)
- Associate's Degree
- Bachelor's Degree
- Master's Degree or higher

* 4. If you indicated that you possess a Bachelor's Degree or higher, do you possess a degree in Planning or related field?

- Yes
- No

* 5. Please indicate your years of experience in city planning.

- None - under 1 year
- 1 - 2 years
- 3 - 4 years
- 5 or more years

* Required Question