



MOHAVE COUNTY
invites applications for the position of:

Planner

SALARY: \$24.90 - \$37.04 Hourly
 \$1,992.00 - \$2,963.20 Biweekly
 \$51,792.00 - \$77,043.20 Annually

OPENING

DATE: 12/08/22

CLOSING

DATE: Continuous

JOB SUMMARY:

Mohave County Development Services is currently creating an applicant pool for current and future vacancies in the Planning & Zoning Division.

Depending on qualifications, may fill position as:

Planner I Range 17, Steps 1 - 15: \$24.90 - \$37.04

Planner II Range 19, Steps 1 - 15: \$27.46 - \$40.63

Planner Senior Range 21, Steps 1 - 15: \$30.27 - \$44.59

To review specific job qualification and details, please click on the appropriate link(s) above.

Below is the job functions for Planner I;

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.
- 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.

APPLICATIONS MAY BE FILED ONLINE AT:

<https://www.governmentjobs.com/careers/mohavecountyaz>

Position #Planner Register

PLANNER

KJ

700 W. Beale St
Kingman, AZ 86402
928-753-0736 Ext 4363

cunnik@mohave.gov
