



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

<http://www.goodyearaz.gov>

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

An Equal Opportunity Employer

SALARY

\$31.52 - \$46.80 Hourly \$65,569.85 - \$97,338.85 Annually

ISSUE DATE: 02/14/23

FINAL FILING DATE: 02/28/23 05:00 PM

THE POSITION

Our Development Services Department is looking for an Assistant Planner, who will perform entry level professional and technical duties associated with all aspects of community development. The Assistant Planner will review permits, tenant improvement plans, and construction documents for conformance with city codes and ordinances and provide assistance to customers, both in-person and via telephone/email, on a variety of planning and zoning related inquiries. The Assistant Planner will also manage the review of land development applications, such as site plans and subdivisions, to ensure conformance with the city's General Plan, Zoning Ordinance and Design Guidelines. Such activities will require site inspections, research and planning analysis, formulation of written staff reports and recommendations, and written and oral presentations to citizen groups, city boards and commissions, and the City Council. The work of an Assistant Planner is distinguished from that of other 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 duties.

The ideal candidate will have municipal planning experience, specifically dealing with research, review of permits and customer service, gained through internships and/or professional work experience. The ideal candidate will also possess a bachelors degree in Planning or a related field and at least six months of relevant experience.

The City of Goodyear prides itself on providing the finest municipal services to our community. We are guided by our core values of **Empathy, Optimism, Integrity, Innovation, Adaptability** and **Initiative**. 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 the 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 six months experience in a related field.
- **Certifications and Other Requirements:** Valid Driver's License
- **Reading:** Work requires the ability to read general correspondence, technical reports, survey and analyze materials, and memorandums at a college level.
- **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, memorandums, letters, and reports at a college level.
- **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 duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. Work involving discretion is typically reviewed before finalized.
- **Technical Skills:** Broad 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.

- Manages planning projects and land development proposals, which includes leadership of interdisciplinary project teams. Monitors schedules and progress, resolves issues and conflicts, negotiates agreements, reports findings and recommendations, documents approvals, meets with developers and design professionals on development and project issues, ensures compliance with City development policies and design expectations, and is accountable for the project process and the end product. Serves as the primary point of City contact for the project to other City staff, design consultants, developers, and the public on all project related matters.
- Evaluates land development proposals for rezoning, General Plan amendments, use permits, variances, land subdivisions, and other development requests, and formulates staff recommendations and stipulations for approval. Schedules project tasks, legal notifications, and public hearing dates. Prepares written staff reports and makes oral presentations to the City Council, Planning Commission, and various interest groups at public hearings and neighborhood meetings. Manages the public participation process including representing the City to the public and reporting public response to management, the Planning and Zoning Commission and City Council. Determines whether proposed development complies with applicable City development policies and design guidelines, the General Plan, sound planning principles, and compatibility with adjacent areas.
- Conducts technical review/analysis of preliminary and final subdivision plats, development site plans, and construction plans for compliance with City development policies, and design guidelines. Conducts design reviews of site plans, building architectural plans, landscape plans, and signage. Conducts residential design review for production and custom

- residences. Conducts final site inspection of residential, commercial and industrial development projects for approval.
- 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.
 - Interprets 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, analyzes 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.

12 MONTH OBJECTIVES

Within the first month:

1. Attend Goodyear Employee Orientation (GEO) and complete all assignments, trainings, and meetings associated with GEO.
2. Become familiar with the City's Core Values and the Department Vision and Mission. Take the opportunity to connect your role to the big picture.
3. Learn about Goodyear's Development Continuum including the process and the Departments and Divisions that make up the continuum.
4. Participate in the Planning and Zoning Division daily huddle. Be consistent; align your actions with the discussions at the huddles.

Within the first 3 months:

1. Become familiar with the City's General Plan, Zoning Ordinance, Design Guidelines, and Subdivision Regulations. Planner should be able to locate regulations and apply and interpret them appropriately.
2. Learn Goodyear's software systems. Planner should be able to effectively and efficiently use Project Dox, H.T.E., GYMAPS, and city excel/word templates.

3. Attend Development Review Committee and Pre-Application meetings. Conduct a pre-application meeting including preparing and sending out meeting notes.
4. Learn Goodyear's plan review procedures. Complete the review of a zoning verification letter, zoning permit, site plan, and building plan reviews. Planner should use standard work and checklists in these reviews and update these documents as opportunities for improvement are identified.
5. Assist in Planner of the Week duties.

Within the first 6 months:

1. Be able to complete permit reviews with minimal assistance.
2. Learn the processes of our development continuum partners. Be respectful, treating each of the divisions with respect. Be aware, actively listen to the teams, seek to understand their perspective first. Seek to understand the challenges and opportunities facing our team members. Report back on your observations in 1:1 meetings with supervisor and to the team at Planning huddle.
3. Attend a daily huddle of each division in the Development Continuum including: Building Plan Review, Building Inspection, Engineering Inspection, Engineering Plan Review, Front Counter, and Economic Development.
4. Attend a Legal Office Hours session.
5. Participate in a ride-a-long with a Code Compliance officer.
6. Attend an inspection with each of the planners in the Division.
7. Spend one week (or equivalent) sitting at the front counter.

Within the first 12 months:

1. Be able to complete Planner of the Week duties with minimal assistance.
2. Be able to conduct plan reviews with assistance from the Principal Planners and the Planning Manager.
3. Make a presentation to the Planning and Zoning Commission and City Council including preparing a staff report, preparing a presentation, and making the presentation.
4. Complete required city-wide trainings by the specified deadlines.
5. Actively participate in the City's core value role out efforts, discussions, trainings, and meetings.
6. Attend at least one Arizona Planning Association or Arizona Urban Land Institute event.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.goodyearaz.gov>

OR

1900 N. Civic Square,
Goodyear, AZ 85395

EXAM #FY2300346
ASSISTANT PLANNER
VL

Assistant Planner Supplemental Questionnaire

- * 1. Do you possess a valid driver's license or have the ability to obtain one at time of hire?
- Yes
 No
- * 2. Please indicate your highest level of completed education:
- High School Diploma/GED
 Some College
 Associate's Degree
 Bachelor's Degree
 Master's Degree or higher
 None of the above

- * 3. Do you possess a Bachelor's Degree in Planning or a related field?
 - Yes
 - No
- * 4. Please indicate your years of experience in City Planning or related field (please include any experience achieved through internships or work on real-world projects in the classroom):
 - No experience
 - 6 months
 - 1 - 2 years
 - 2.5 years - 4 years
 - 5 years or more
- * 5. Do you have experience reviewing planning related permits?
 - Yes
 - No
- * 6. Do you have experience with planning related research?
 - Yes
 - No
- * 7. Do you have experience providing customer service?
 - Yes
 - No
- * 8. The responses you provide to these Supplemental Questions will be used in combination with your application to determine whether you meet the minimum qualification requirements. Failure to provide detailed and complete information may result in your application being rejected. I have read the above statement and understand that failure to provide sufficient detailed information may result in my application being rejected. I also understand that I may not submit resumes in lieu of filling out the application or answering the Supplemental Questions. I acknowledge that I have read, understand and agree with the above.
 - Yes No

* Required Question