

Staff Matters, LLC a subsidiary of NSC Technologies has an immediate opening for a Senior Planner

Job Title: Senior Planner – Contract – Long term contract

Salary: \$28.81 per hour

POSITION SUMMARY:

This is a regular, full-time opportunity contracting through Staff Matters, Inc., with the **Town of Oro Valley**. The term will be determined by the project completion of the Organization's 2026 General Plan or as deemed appropriate by the Director. **The estimated length of the project is 2½ years.**

Key experience points:

- **Community Engagement**
- **Public event participation and workshops (Includes night and weekend availability)**
- **Technology and Social Media savvy - You will drive Social Media postings for community engagement!!**
- **Organizing/Scheduling team meetings**
- **Grads are welcomed to apply (Urban/Civil Planning degree)**

ESSENTIAL FUNCTIONS:

- Organizes and participates in a broad range of public outreach efforts as part of a general plan process.
- Interprets and applies Town, state and federal regulations and Division policies and procedures to complete assigned tasks.
- Researches, analyzes, and compiles technical and statistical information and data.
- Prepares reports, documents, maps, graphics, and presentations for community outreach events, meetings, and online via a website and social media.
- Responds to and resolves difficult and sensitive inquiries, complaints, and requests for assistance or guidance in a positive, open, creative and customer service centric manner.
- Organizes, tracks, and analyzes results of online and in-person public participation efforts.
- Assists in creating promotional materials and advertisements to encourage public participation.
- Assists in development and maintenance of project website and social media.
- Assists in designing and analyzing surveys to gather statistically valid data.
- Prepares materials for, facilitates, and participates in committee and stakeholder and/ focus group meetings.
- Coordinates work between divisions within the department, other Town departments and volunteers

ESSENTIAL KNOWLEDGE AND SKILLS:

- Knowledge of long-range planning principles and practices.
- Knowledge of applicable Town, State and Federal statutes, rules, ordinances, codes and regulations governing planning and zoning with an emphasis on General Plans.
- Knowledge and proficiency in computer and web-based programs including MS Office Suite (specifically Word, PowerPoint, and Teams), GIS, and Zoom.

- Knowledge of various social media platforms (Instagram, Facebook, Twitter) and ability to gather analytics, publish and schedule posts, oversee, and maintain comment threads.
- Skill in assessing and prioritizing multiple tasks to consistently meet project deadlines
- Superior skills in oral and written communication.
- Ability to provide exemplary customer service.

MINIMUM QUALIFICATIONS:

- A bachelor's degree in planning or related field. A master's degree and AICP certification preferred.
- Three (3) years' experience in planning and zoning; OR an equivalent combination of education and experience.

ENVIRONMENTAL FACTORS AND WORKING CONDITIONS:

- **Work is performed in indoor and outdoor environments.**
- **Hours vary and will include evenings and weekends**

FOR IMMEDIATE CONSIDERATION CONTACT, Nate Hamann, Technical Recruiter

Nate.hamann@staffmattersinc.com 520.918.0242

STAFFMATTERS Cares!

At STAFFMATTERS our company culture is strong! You work hard for us and in return we want to provide you with as many benefits and resources as we can:

- Medical Coverage
- Dental
- Vision
- 401(k)
- Short- and long-term disability coverage
- Identity Theft Protection
- Legal Assistance
- Long Term Opportunities
- Training and Career Growth Opportunities
- The chance to be a part of an amazing team

STAFFMATTERS is committed to connecting good people with good jobs!

STAFFMATTERS is an innovative staffing firm that specializes in placing qualified administrative, light industrial, skilled, technical and professional talent in virtually any market. Our meticulous dedication to Quality and Safety is a testament to our success. We are The Staffing Experts!

STAFFMATTERS is a drug free company. STAFFMATTERS is an EOE AA/M/F/VHo/D.