## PRINCIPAL PLANNER

**This recruitment is open for 3 weeks and will close at 11:59 p.m. on April 4, 2024.**

**Annual Salary Range:**

$ 98,103 - $130,967

**The City of Tempe offers a comprehensive benefits package including:**

* Pay Increases occur in July
* 13 Paid Holidays, 1 Personal Day, 8 hours Winter Holiday Leave
* Vacation Accrual; starts at 9.33 hours/month
* Sick Leave Accrual; 8 hours/month
* Medical, Dental and Vision Benefits
* Wellness Program Discount on health premiums
* Medical Reimbursement Program; $53/month
* Tuition Reimbursement; $6,000/year
* Participation in the Arizona State Retirement System (ASRS) Defined benefit plan with mandatory employer and employee contributions currently at 12.29% which includes a Long-Term Disability benefit
* Supplemental Retirement Plans through Nationwide; 457, 401K, and Employer contribution
* Position is eligible for 16 hours of additional Paid Leave

To view the employee benefit summary, please visit:

[Employee Benefit Summary](https://www.tempe.gov/government/human-resources/careers/employee-benefits)

**Department / Division:**

Community Development /Planning

**Job Type**:

Full-Time Regular

**Schedule:**

Monday – Friday, 8:00 a.m. – 5:00 p.m.

**Job Number:**

RC#902041

**DESCRIPTION**

The purpose of this position is to plan, organize and supervise the operations of a major section of the Planning Division such as Design Review, Land Use decision-making, Historic Preservation or Long-Range Planning; administer to the public and customers the Tempe Zoning and Development Code and implement goals/objectives within the adopted General Plan; to coordinate projects to ensure compliance with Federal, State and local regulations; and to provide complex staff assistance to a Deputy Director.

Duties include, but are not limited to the following:

* Direct, oversee and participate in the development of the section work plan; assign work activities, projects and programs; monitor workflow; implement policies and procedures; review and evaluate work products, methods and procedures.
* Analyze, develop and present recommendations on complex planning, zoning and development proposals; provide technical expertise in the formulation of recommendations and review development applications and plans for the Development Review Commission and the City Council.
* Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
* Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control expenditures.
* Recommend goals and objectives; assist in the development of policies and procedures.
* Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
* Prepare special reports and/or supervise the performance of professional staff or outside consultants in the preparation of specialized planning reports including urban design proposals and other field studies.
* Present information and recommendations on projects and documents of a specialized nature in a variety of Board meetings.
* Participate in a variety of meetings to resolve departmental and planning problems.
* Confer with engineers, developers, architects, a variety of agencies and the general public in acquiring information and coordinating planning and zoning matters; provide information regarding City development requirements.
* Provide pro-active performance planning utilizing performance management tools.
* Perform related duties as assigned.

**MINIMUM QUALIFICATIONS**

**Work Experience:**

Requires five (5) years of experience in urban planning. Two (2) years of administrative and supervisory responsibility is preferred.

*Candidates must have the minimum amount of work experience. Years of experience are based upon a full-time work schedule (2,080 hours per year).  The sum of an applicant’s full-time and/or part-time qualifying work experience must meet or exceed the stated minimum qualification. Education will not substitute for the required work experience; however, related unpaid and/or volunteer work experience may be used as qualifying work experience.*

**Education:**

Requires the equivalent to a bachelor's degree from an accredited college or university with major course work in architecture, landscape architecture, city planning, public or business administration or degree related to the core functions of this position

*The term “equivalent” means that directly related work experience exceeding the required work experience will substitute in equal time increments for college-level education, for example: one year of additional directly related work experience will substitute for one year of college education (30 credit hours).*

**Certifications, Licenses, and/or Registrations:**

* American Institute of Certified Planners (AICP) certification, or the ability to attain one, is preferred.

**ADDITIONAL REQUIREMENTS**

Applicants considered for this job classification must pass the following:

* Criminal history background investigation

**ESSENTIAL FUNCTIONS**

For a complete list of City of Tempe job descriptions go to:

[Job Descriptions | City of Tempe, AZ](https://www.tempe.gov/government/human-resources/careers/job-descriptions)

This position is FLSA Exempt which means employees are not eligible for overtime compensation and/or compensatory time.

Employees in this position are represented by the Tempe Supervisors’ Association (TSA).

**EQUAL EMPLOYMENT OPPORTUNITY*:*** *The City of Tempe is an Equal Opportunity / Reasonable Accommodation employer. The City does not discriminate on the basis of race, color, gender identity, sexual orientation, religion, national origin, familial status, age, disability, and United States military veteran status. Pursuant to the Americans with Disabilities Act, the City will make a reasonable accommodation(s) during the recruitment & selection process. Persons with a disability may request a reasonable accommodation by contacting Human Resources at 480-350-8276. Requests should be made as early as possible to allow time to arrange the accommodation.*