

*Code: 2362*

*Title: PLANNER*

**SUMMARY:** Organizes and conducts professional research, data gathering and analysis in support of Pima County urban and regional planning, development and zoning activities.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor)

Prepare amendments to update, revise and implement the county's zoning code and other land-use development plans and regulations;  
Process applications for rezoning, variances, comprehensive plan amendments and development plans and ensuring compliance with local, state and federal laws, regulations, codes and policies;  
Conduct surveys, research and investigations;  
Prepare detailed reports on planning and zoning issues and makes oral/written presentations or submits recommendations to various public or government regulatory agencies, boards or committees;  
Represent the department on various public or government boards or committees;  
Perform research and data gathering for soci-economic and land use studies;  
Coordinate, conduct and participate in regional and special area studies;  
Write technical planning reports;  
Submit recommendations on proposals for rezoning, land subdivision and/or development of community facilities;  
Create geographic coverages using GIS technology and software;  
Answer public inquiries and provide information regarding planning policies and zoning procedures;  
Assist government agencies, private citizens and other interested parties in gathering and preparing land use and zoning information;  
Assist planning staff in the compilation and analysis of population studies;  
Assist planning staff with the review of plans involving landscape and native plant preservation and subdivision platting;  
Coordinate logistical requirements and processes involved in holding public or government meetings or hearings;  
Perform computer-aided drafting and illustrative work;  
May prepare and post public notices.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- county planning, zoning and subdivision review processes;
- principles and techniques of database management software and GIS software;
- principles and techniques of interpreting aerial photographs, land use maps and subdivision plats;
- principles and techniques of computer-aided drafting, computer graphics, desktop publishing and other illustration processes;
- principles, techniques and objectives of comprehensive planning, regional development patterns, general zoning, and subdivision review;
- county, state and federal laws and codes pertaining to land use, planning, zoning, and environmental issues;

- mapping features and conventions used in site planning or regional planning;
- principles and techniques of Automated Information Systems (AIS) software applications including word processing, spreadsheets and databases.

Skill in:

- processing public inquiries and explaining rules, regulations and procedures;
- reviewing GIS map products and databases against original source data for accuracy;
- using Automated Information Systems (AIS) software including spreadsheets, word processing and databases;
- accessing, extracting, manipulating and analyzing data and maps from GIS technology software;
- using and maintaining databases;
- performing research, data gathering and analysis on planning and zoning issues;
- reading and interpreting land use maps, aerial photographs and subdivision plats;
- communicating effectively both orally and in writing.

MINIMUM QUALIFICATIONS:

EITHER:

(1) A Bachelor's or Master's degree from an accredited college or university with a major in city, urban or regional planning, geography, architecture, landscape architecture, cartography, remote sensing or a closely related degree as identified by the appointing authority.

OR:

(2) Two years of paraprofessional or professional experience in reviewing or processing subdivision plats, development plans, rezoning applications or comprehensive planning.

OR:

(3) Two years of experience with Pima County as a GIS Data Entry Technician, Title Examiner Specialist, Property Appraisal Aide, Planning Technician, or Zoning Inspection Technician.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require a current Arizona Class D driver's license at the time of appointment or prior to completion of initial/promotional probation.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.