

Code: 2363

Title: PLANNER - SENIOR

SUMMARY: This classification coordinates and participates in large scale and complex data gathering studies, and conducts reviews and analysis of such data in support of 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.)

Coordinate, schedule and participate in land planning work and research;
Prepare amendments to update and implement the County's zoning code, Comprehensive Plan and other development plans and regulations;
Maintain and update department records, files, databases and maps;
Review and analyze applications for rezoning variances, comprehensive plan amendments and other development plans and prepares staff recommendations on same based on applicable research, current or past studies and other relevant factors;
Create geographic coverages using Graphic Information Systems (GIS) technology and software;
Analyze and report on socio-economic and/or land use data obtained through the County's GIS system and other computer systems and software;
Present oral and written presentations and staff reports or recommendations to various County, other government, or public agencies, committees, boards, regulatory committees, or citizens groups;
Review and report on landscape and native plant preservation plans and subdivision plats;
Perform general zoning administration including research, review, interpretation and revision to codes, ordinances, regulations and policies;
Provide information services to the general public, developers, contractors or government employees and agencies regarding planning or zoning policies, procedures, or processes;
Represent planning division staff on various local planning committees and boards;
May serve as lead planner on special planning projects or issues, coordinating input from other staff planners and integrating information into singular or multiple project reports;
May perform manual or computer-aided drafting or illustrative work;
May perform field work for public meetings, including preparation of public notices and site posting;
May supervise, train and evaluate staff, make effective recommendations on hiring, termination and related personnel activities.

Some positions are required to:

Provide geographic information services to the Regional Comprehensive Planning section and other planning staff by performing complex GIS processing tasks using ARC Macro Language (AML), ARC/INFO routines and/or LISP programs to produce complex reports and maps used in planning work and research.

KNOWLEDGE & SKILLS:

Knowledge of:

- principles, techniques and objectives of comprehensive planning, general zoning and subdivision procedures;
- County, state and federal laws and codes pertaining to planning, zoning and environmental issues;
- mapping features and conventions at a site planning or regional planning scale;
- GIS technology capabilities, application, and use in planning research and work;
- Automated Information Systems (AIS) applications including word processing, spreadsheets, databases and other graphical user interface (GUI) based applications;
- the techniques of planning research and its application to general and specific urban planning, zoning studies, and projects;
- principles, practices and techniques of effective supervision;
- County, state and federal laws and regulations governing land use, building and zoning codes, and subdivisions.

Skill in:

- applying the principles and practices of comprehensive planning, general zoning and subdivision procedures;
- interpreting and applying County, state and federal laws and codes pertaining to planning, zoning and environmental issues;
- accessing, extracting, manipulating and analyzing data and maps from GIS technology software;
- formulating and implementing plans for land use development, renewal and conservation;
- delivering oral presentations to small, medium and large groups;
- applying computer software applications to planning and zoning activities;
- performing complex GIS processing tasks to produce data, reports, and maps;
- performing statistical calculations and analyses;
- maintaining effective working relationships with subdividers, developers, contractors, and agencies and groups interested in planning;
- preparing clear and concise written reports;
- coordinating activities of other personnel engaged in planning activities.

MINIMUM QUALIFICATIONS:

EITHER:

(1) A Bachelor'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 other degree as identified by the Appointing Authority during the pre-recruitment process AND two years of professional planning work experience reviewing or processing subdivision plats, development plans, rezoning applications or in comprehensive urban or regional planning or landscape architecture.

(A Master's degree from an accredited college or university in one of the cited disciplines may be substituted for one year of the required professional planner work experience specified above.)

OR:

(2) Six years of professional planning work experience reviewing or processing subdivision plats, development plans, rezoning applications or in comprehensive urban or regional planning or landscape architecture.

OR:

(3) Two years of experience as a Planner with Pima County.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions require a valid Arizona Class D driver license at the time of application or prior to completion of initial or promotional probation. Failure to obtain/maintain the required licensure shall be grounds for termination.

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.