

Code: 7465

Title: PLANNING OFFICIAL-UNCLASSIFIED

SUMMARY: Plans, assigns and manages the activities of the Planning Division within Development Services. This is appointed, unclassified and exempt from the Pima County Merit System Rules.

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

Plans, assigns and manages the work of a professional staff of planners and support staff;
Provides technical expertise and documentation to the Director of Development Services, County Administrator and Board of Supervisors in the areas of planning, zoning and building codes;
Drafts regulations and ordinances;
Presents land use plans and amendments to the Board of Supervisors and the Planning and Zoning Commission;
Makes presentations and represents the county at public hearings and meetings concerning planning and zoning;
Meets with officials from other governmental agencies to coordinate county zoning policy and activities with such agencies;
Meets with citizens groups, developers, contractors, and others affected by the division's activities;
Makes recommendations to the Board of Supervisors and the Planning and Zoning Commission;
Develops and implements division policies and procedures;
Supervises, trains and evaluates personnel;
Prepares the division budget;
Writes professional, technical and administrative reports and papers.

KNOWLEDGE & SKILLS:

Knowledge of:

- principles and practices of the urban and regional planning;
- county, state, and federal laws pertaining to community planning;
- building codes, zoning codes and project economics.

Skill in:

- interpretation and application of laws, rules and regulations pertaining to planning, zoning and building codes;
- planning, assigning and reviewing the work of others;
- principles and practices of urban and regional planning;
- communicating effectively, both orally and in writing.

DESIRED QUALIFICATIONS:

A Bachelor's degree from an accredited college or university with a major in urban or regional planning, civil engineering, architecture, or a closely related field as defined by the appointing authority and eight years of professional experience in planning, engineering, or architecture, including at least three years in a supervisory or management position.

(Additional relevant experience and/or education from an accredited college or university may be substituted)

OTHER REQUIREMENTS:

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.

Pima County

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