



City of Casa Grande

Planner

GENERAL PURPOSE: Under general supervision, performs professional planning work in current planning, long range planning, and historic preservation.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Provides technical and professional planning services to achieve consistent and controlled growth in the City; assures project plans are in conformance to Department goals, and in compliance with local, state and Federal codes and regulations;
- Reviews and evaluates project designs, plans, technical documents and special use permits for compliance with City standards and regulatory requirements.
- Manages long range planning projects including annexation, historic preservation, residential building permits, variances, and infrastructure assessment.
- Works with the public in resolving questions concerning the City's zoning, subdivision and historic preservation ordinances.
- Reviews development plans with developers, builders, utility companies, and other City departments; summarizes all input for presentation to the Planning & Zoning Commission.
- Assists the department in implementing a continuing planning process to update the City's general plan and zoning ordinance.
- Records petitions and researches property history and ownership to process annexation requests.
- Reviews and processes a variety of applications, permits and plans.
- Conducts research and analysis on City ordinances, rules and regulations.
- Answers inquiries and assists the public and other agencies in matters relating to planning and permit review; provides general plan information within scope of authority.
- Performs other duties as assigned or required.

SUPERVISION EXERCISED: None.

JOB DESCRIPTION
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MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's Degree in planning or related field, and two (2) year's experience or on-the-job training in public sector planning; OR an equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- Knowledge of City organization, operations, policies and procedures.
- Knowledge of applicable statutes, rules, ordinances, codes and regulations.
- Knowledge of planning topics including land uses, transportation, open spaces, annexation, housing design review, historic preservation, and data collection.
- Knowledge of specialized software applications and file management procedures.
- Knowledge of principles and practices of community and long range planning.
- Knowledge of the principles of record keeping and records management.

- Skill in interpreting technical documents and map specifications.
- Skill in collecting, tabulating, organizing, evaluating, analyzing and presenting data and information.
- Skill in presenting technical information to the general public, boards, commissions and elected officials in a clear and concise manner.
- Skill in reading, interpreting, understanding and applying planning standards and procedures, applicable Federal rules and regulations, and City policies and procedures.
- Skill in working under pressure of deadlines, and establishing and maintaining cooperative working relationships with employees, officials, other agencies and the general public.
- Skill in operating a personal computer utilizing a variety of business software.
- Skill in effective oral and written communication.

Special Requirements: Depending on the needs of the City, some incumbents in this job class may be required to obtain certain technical certifications.

Physical Demands / Work Environment: Standard office environment.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.