



**City of Casa Grande**

## **Redevelopment Planner**

**GENERAL PURPOSE:** Under general supervision, performs professional work in redevelopment and historic preservation planning, plan review and design function, including project management, in the Planning & Development Department.

### **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/architectural services, including planning, design and project management for redevelopment and historic preservation projects; assures project plans are in conformance to Department goals, and in compliance with local, state and Federal codes and regulations;
- Negotiates, implements and monitors redevelopment projects and development agreements; coordinates projects with other City departments, contractors, consultants and citizen groups.
- Review and evaluates for approval site plans, designs and construction plans submitted by contractors and consultants for compliance with design standards established for redevelopment and historic preservation.
- Works with the public in resolving questions concerning the City's redevelopment and historic preservation guidelines and ordinances.
- Assists in the establishment of design standards for streets and arterials, easements and open spaces; administers various redevelopment incentive programs.
- Performs field inspections of projects; oversees compliance on contracts.
- Prepares and maintains inspection reports, documents and related inspection and performance records and logs.
- Attends meetings involving projects with redevelopment or historic preservation components.
- Conducts research and analysis on City ordinances, rules and regulations.
- Answers inquiries and assists the public and other agencies in matters relating to redevelopment and historic preservation requirements.
- Performs other duties as assigned or required.

**SUPERVISION EXERCISED:** Employees of this class generally have no supervisory responsibilities.

## **JOB DESCRIPTION**

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#### **MINIMUM QUALIFICATIONS:**

##### **Education and Experience:**

Bachelor's Degree in planning, public administration or related field, and four (4) year's experience or on-the-job training in economic development, public sector planning or related field; 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 methods, materials, objectives, procedures and practices of planning, economic development, redevelopment, rehabilitation and preservation.
- Knowledge of plan review and field inspection methods and techniques related to redevelopment and historic preservation projects.
- Knowledge of specialized software applications and file management procedures.
- Knowledge of the principles of record keeping and records management.
  
- Skill in negotiating and monitoring contracts and agreements, and in managing complex projects.
- 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:** Work is performed in outdoor settings and in a 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.*

**JOB DESCRIPTION**  
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