



City of Casa Grande

Senior Planner

GENERAL PURPOSE: Under general supervision, performs professional and technical planning work in land development functions involving administration, research/analysis, and processing of applications pertaining to planning/zoning and land use development, to maintain the City's structured, planned and organized growth and development in compliance with all regulatory requirements.

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, adequate public services and compatible land use; assures project plans are in conformance with Department goals, and in compliance with local, state and Federal codes and regulations;
- Reviews oversees and/or performs complex project management of planning and development, zoning applications, development amendments, proposed master-planned developments, and determines potential impact on infrastructure and environment; analyzes plans and information, and recommends approval or modifications. Participates in the development of policies and design guidelines.
- Processes annexation applications; collects related documentation; prepares notices, reports and materials; analyzes boundaries and public services provided by government agencies; develops growth management mechanisms and strategies, and writes recommendations. Coordinates the creation of necessary maps and graphic materials.
- Reviews and evaluates project designs, plans, technical documents and special use permits for compliance with City standards and regulatory requirements. Conducts site inspections and field research as necessary. Assists with special studies relating to land use, public facilities, demographics, and the like.
- Reviews development plans with developers, builders, utility companies, and other City departments; summarizes all input for presentation to the Planning & Zoning Commission.
- Works with development professionals and the public in resolving questions concerning the City's zoning, subdivision and historic preservation ordinances.
- Presents information to public through hearing process to discuss planning decisions made.
- Handles the development and maintenance of the City's general plan and ordinances.
- Manages special projects as assigned; conducts research and analysis on City ordinances, permits, plans, rules and regulations.

JOB DESCRIPTION

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- Attends advisory Boards and Commissions and serves on committees as required, and prepares reports as needed.
- 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: May supervise planners or other staff as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's Degree in planning or related field, and four (4) year's experience 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 principles of strategic municipal planning and project management.
- 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 the detection of discrepancies in plans, methods and processes.
- 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.

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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.