

**PLANNER, SENIOR
CLASSIFICATION DESCRIPTION**

Job Classification Title:	Planner, Senior		
FLSA Status:	Exempt	Pay Grade:	16
EEO-1:	2	EEO-4:	10
<i>This job classification description is intended to be generic in nature and not an exhaustive list of all duties and responsibilities. The specific tasks/duties may vary based on position assignment and as determined by the Town of Queen Creek.</i>			

JOB CLASSIFICATION SUMMARY

Positions assigned to this class are responsible for performing and leading advanced level professional land use and urban planning work including current and long-range planning activities for the Town.

DISTINGUISHING CHARACTERISTICS

This is a senior level professional classification in the planning job family. Incumbent(s) perform the full range of advanced planning duties that demonstrates broad practical knowledge in a variety of processes, methods, techniques and best practices. Work involves planning and coordinating difficult assignments, the modification of established guidelines, and the initiation of new approaches. May be responsible for supervising assigned staff which includes prioritizing, assigning and monitoring work assignments, conducting performance evaluations, coordinating and providing training; implementing hiring, discipline and termination procedures.

ESSENTIAL DUTIES

The following are intended to describe core work functions of this classification. While the level and broad nature of essential duties may not change, specific work tasks will vary over time depending on the Town's needs.

- Conducts technical research and analysis, manages projects for long-range planning, evaluates findings, identifies significant issues, determines options, and develops staff recommendations on difficult and complex residential and non-residential projects. Projects include, but not limited to, site plans, rezoning, conditional use permits, subdivision plats, general plan amendments, and variances that also include management of formal and informal work teams.
- Writes staff reports and prepares visual presentations for planning cases involving subdivision plats, conditional use permits, rezoning, variances, site plans, and general plan amendments; presents reports to the Planning Commission, Board of Adjustment, Town Council and neighborhood groups.
- Participates in meetings with applicants, property owners, engineers, developers, architects, attorneys, Town staff, elected officials, appointed officials, outside agencies and the public to manage projects, and to resolve departmental and planning issues.
- Participates in staff, agency, and committee meetings related to regional planning and development matters; assists with facilitating the development review process.

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- Serves as department representative on various committees at the regional level; works with other governmental agencies and officials.
- Prepares staff reports and accurate project schedules.
- Manages and assists with special and ongoing projects, which includes coordination with department staff and/or other internal departments.
- Assists with the preparation of a variety of reports, which includes conducting research, analyzing findings, developing reports and recommendations, and presenting and disseminating information and findings to appropriate staff and/or stakeholders.
- Manages the Planning and Zoning Commission and the Board of Adjustment programs; presents planning related cases to the Planning Commission, Board of Adjustment, Town Council and neighborhood groups.
- Assists customers at the front counter and over the phone with technical questions relating to planning and zoning issues.
- Provides technical guidance and support to internal departments and staff.
- Coordinates work activities with other units, committees, or agencies to prevent delays in action required, ensures compliance with applicable regulations, and to improve services to the public.
- Participates in drafting department operating procedures, text amendments, and general plan amendments and updates; collects information on operational and administrative problems and performs comprehensive analysis; synthesizes information and makes recommendations on policy issues; prepares comprehensive administrative, operational, and statistical reports or manuals for use by internal and/or external organizations.
- Assists with the preparation and monitoring of annual department operating budgets; assists with the coordination of mid-year budget adjustments.
- Supervises assigned staff to include: prioritizing, assigning and monitoring work; coaching and conducting performance evaluations and following staff discipline and termination procedures; ensuring staff are trained; monitoring to ensure that staff follow policies and procedures; assisting in hiring, disciplining or termination of assigned staff.
- Performs related work as assigned.

MINIMUM QUALIFICATIONS (at job entry)

Education and Experience:

Bachelor's Degree from an accredited college or university in Urban Planning, Architecture, Transportation, Public Administration, or a related field and 5 years of planning and/or design experience; or an equivalent combination of directly related education and experience. Master's Degree preferred.

LICENSING/CERTIFICATION REQUIREMENTS

- Driver's License;
- Planner certification through the American Institute of Certified Planners;
- Maintain all certifications/licenses required at job entry.

KNOWLEDGE

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- Community development issues and concerns;
- Long-range urban planning principles, methods and practices;
- Applicable Federal, state and local laws, codes, ordinances, rules and regulations;
- Standard office equipment including the computer and programs relevant to the performance of applicable duties and responsibilities;
- Land use and development principles and theories;
- Supervisory principles; practices, and techniques;
- Customer service principles and practices.

SKILLS

- Providing technical direction and guidance to lower-level staff;
- Developing long-range urban plans;
- Researching, analyzing, and developing plans and the preparation of technical reports;
- Giving public presentations;
- Applying modern urban planning principles and practices;
- Managing assigned projects and programs;
- Resolving conflict;
- Reading, interpreting and evaluating different types of plans, and applying ordinance and codes;
- Understanding and communicating technical and legal issues in a clear and concise manner;
- Evaluating architectural features through the design process and provide recommendations based on town established standards;
- Managing and diffusing difficult situations;
- Handling multiple tasks simultaneously under time sensitive constraints;
- Applying ordinances, rules and guidelines to planning processes;
- Analyzing data, drawing logical conclusions and make sound decisions and recommendations based on findings;
- Interpreting, applying and explaining applicable Federal, state and local laws, codes, ordinances, rules and regulations;
- Using computers and related software applications;
- Supervising, performance monitoring, and evaluating staff;
- Providing motivation, coaching and mentoring;
- Communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and other interested parties sufficient to exchange or convey information and to receive work direction.

CLASS HISTORY INFORMATION

Created: 2/2022

Amendments:

**PLANNER, SENIOR
PHYSICAL & ENVIRONMENTAL FACTORS**

OVERALL PHYSICAL STRENGTH DEMANDS:

Physical Strength for this classification is indicated below with an "X"	
X	Sedentary: Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.
	Light: Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.
	Medium: Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.
	Heavy: Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.
	Very Heavy: Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Continuously 2/3 or more time	F Frequently 1/3 to 2/3 of time	O Occasionally Up to 1/3 time	R Rarely < 1 hour per week	N Never Never occurs
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

Physical Demand	Brief Description	C	F	O	R	N
Standing	Communicating with co-workers, observing work site, observing work duties			X		
Sitting	Desk work	X				
Walking	To other departments/offices/office equipment			X		
Lifting	Supplies, files				X	
Carrying	Supplies, files				X	
Pushing/Pulling	File draws, tables and chairs			X		
Reaching	For supplies, for files		X			
Handling	Paperwork		X			
Fine Dexterity	Computer keyboard, telephone pad, calculator, calibrating equipment	X				
Kneeling	Filing in lower drawers, retrieving items from lower shelves/ground				X	
Crouching	Filing in lower drawers, retrieving items from lower shelves/ground				X	
Crawling	Under equipment				X	
Bending	Filing in lower drawers, retrieving items from lower shelves/ground				X	
Twisting	From computer to telephone, getting inside vehicles			X		
Climbing	Stairs, step stool				X	
Balancing	On step stool				X	
Vision	Reading, computer screen, driving	X				
Hearing	Communicating with co-workers and public and on telephone, listening to equipment	X				
Talking	Communicating with co-workers and public and on telephone	X				
Foot Controls	Driving				X	
Other (Specify)						

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MACHINES, TOOLS, EQUIPMENT, SOFTWARE AND HARDWARE:

Standard office equipment; vehicle

ENVIRONMENTAL FACTORS:

D Daily	W Several Times Per Week					M Several Times Per Month					S Seasonally	N Never				
	D	W	M	S	N	D	W	M	S	N						
Health & Safety Factors						Health & Safety Factors										
Mechanical Hazards					X	Respiratory Hazards								X		
Chemical Hazards					X	Extreme Temperatures					X					
Electrical Hazards					X	Noise and Vibration								X		
Fire Hazards					X	Wetness/Humidity								X		
Explosives					X	Physical Hazards								X		
Communicable Diseases				X												
Physical Danger or Abuse					X											
Other (Specify Below)																

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C Continuously 2/3 or more time	F Frequently 1/3 to 2/3 of time	O Occasionally Up to 1/3 time	R Rarely < 1 hour per week	N Never Never occurs				
				C	F	O	R	N
Description of Non-Physical Demands								
Time Pressure						X		
Emergency Situation								X
Frequent Change of Tasks						X		
Irregular Work Schedule/Overtime						X		
Performing Multiple Tasks Simultaneously					X			
Working Closely with Others as Part of a Team					X			
Tedious or Exacting Work				X				
Noisy/Distracting Environment							X	
Other (Specify Below)								

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ACKNOWLEDGEMENT**

SIGNATURE – REVIEW AND COMMENTS:

I have reviewed this description and find it to be an accurate representation of the demands of the classification.

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the classification change.