



Planner

Department:	Community Development	Revised Date:	January 2020
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GENERAL PURPOSE: Under general supervision, performs professional urban planning work in the Town of Camp Verde, and explains planning and zoning regulations and municipal standards for land use, development projects and technical issues; assures compliance to state and Federal regulations, and Town policies, procedures and goals.

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 professional planning services, and reviews technical documents for compliance with Town standards; produces reports, presentations and recommendations on planning issues; reviews development proposals, subdivision plats, applications, zoning changes, and other land use applications; advises applicants within scope of authority and training.
- Prepares and presents project reports to the Town Council and regional boards and commissions; prepares technical ordinance and resolution documents for review; maintains and administers planning projects; reviews and processes applications, plans and project proposals, and tracks inter-departmental review process.
- Responds to questions from residents and provides information and customer service; investigates and resolves inquiries and complaints, enforces rules and regulations, and explains Community Development Department policies, codes, standards and procedures; monitors and reviews trends in planning and development programs, and recommends improvements.
- Coordinates addressing issues, zoning applications, and construction inspections; maintains and updates Town General Plan and ordinances.
- Performs other related duties as assigned or required.

MANAGERIAL RESPONSIBILITIES:

May provide technical guidance to other department staff.

MINIMUM QUALIFICATIONS:

Education and Experience:

- Bachelor's Degree in Urban Planning, Engineering, Business or Public Administration, or related field; AND one-year experience in planning and development programs; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess State of Arizona Driver's license.
- Professional certification through the American Institute of Certified Planners (AICP) is preferred; depending on the needs of the Town, incumbent may be required to obtain additional technical certifications.

PREFERRED QUALIFICATIONS**Knowledge of:**

- Town policies and procedures.
- Policies, procedures, regulations, operations, and services of Community Development Department.
- Principles of land use planning and urban design.
- Federal, State and local laws, rules, codes and regulations governing planning, zoning, building, safety, code enforcement, community planning and economic development.
- Town land use and development regulations, zoning codes, planning concepts and principles.
- Occupational hazards and safety precautions.
- Record keeping and file maintenance principles and procedures.

Skill in:

- Analyzing planning issues and making logical recommendations based on findings.
- Interpreting and applying development standards and procedures, Federal and state rules and regulations, and Town policies and procedures.
- Presenting and defending reports and information in a public speaking setting such as public hearings and neighborhood meetings.
- Reading and interpreting building plans and technical specifications, and checking details, estimates, plans, and specifications of projects.
- Establishing and maintaining cooperative working relationships with employees, officials, contractors, other development agencies and the general public.
- Maintaining accurate and interrelated technical and computerized records.
- Communicating clearly and concisely, both verbally and in writing.
- ArcMap and/or ArcPro GIS Mapping experience.

Physical Demands / Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This classification involves work that requires:

- Work is performed in an office environment and in the field
- Field inspections will be required to evaluate project sites for proposals, to check for compliance on zoning clearances, and to manage addressing/street databases.
- Physical use of tools to install/uninstall temporary signs for posting public notices.
- Ability to travel over rough terrain and work in extreme weather conditions as necessary.
- Work is performed in a standard office environment, with normal office noise.
- Physical demands may include sitting for extended periods of time and typing.
- Employee is regularly required to talk or hear. The employee is frequently required to sit; stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- May frequently lift and move objects up to 25 pounds.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the Town and requirements of the job may change.

FLSA: Non-Exempt

Salary Range: 68