SENIOR PLANNER

Purpose:

To actively support and uphold the City's stated mission and values. To perform a variety of advanced level professional planning work in the areas of planning and zoning, design review, architectural planning and design, field operations, landscaping, and transportation planning; and to provide responsible staff assistance to a Principal Planner, Deputy Community Development Director, or Transit Manager.

Supervision Received and Exercised:

Receives direction from a Principal Planner, Deputy Development Services Manager - Planning, Transit Administrator, or from other supervisory or management staff.

May exercise direct supervision over professional, technical and clerical staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Develop and present recommendations on various development permits and applications; prepare appropriate reports.

- Conduct hearings and make decisions on requests for variances and use permits.

- Exercise responsibility for a major aspect of planning such as area plan development, standards for high rise structures outside urban areas, analyzing planning areas for Federal fund eligibility, or evaluating public input to major project plans and building informed public consensus.

Effective November 1988
Revised April 1999
Revised November 2005
Revised June 2006
Revised October 2006 (update duties)

- Confer with engineers, developers, architects, a variety of agencies and the general public in acquiring information and coordinating planning and zoning, architectural, landscape planning and design or transportation matters; provide information regarding City development requirements.

- May provide lead supervision and technical assistance to professional and technical planning staff; may assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures; provide or coordinate staff training; work with employees to correct deficiencies.

- Accept and analyze development applications; prepare appropriate noticing and advertising; attend public hearings and follow up on matters requiring a zoning administration decision.

- Interpret and apply codes, laws and regulations to ensure that development, applications, City projects and municipal code amendments are in compliance.

- Conduct and supervise planning studies in the community to gather data for evaluating current and long-range zoning, planning, or transportation projects.

- Prepare written and graphic representations of concepts pertaining to major planning and architectural projects; perform extensive research regarding implementation of policies established by the general plan, transportation plan, zoning ordinance, or other land use and development ordinances.

- Answer questions and provide information to the public regarding zoning, architectural, site and landscape design, land use and the general plan; investigate complaints and recommend corrective action as necessary to resolve complaints.

- Participate in a variety of public and board meetings as necessary; make public presentations on various aspects of the Planning, Redevelopment/Rio Salado or Transportation Division.

- May participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

- May participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control expenditures.

When assigned to Architectural Planning and Design:

- Review site plans, architectural drawings and landscape plans for quality and conformance to City policies, codes and ordinances.

- Review building, site and landscape modifications and construction plans; report technical recommendations regarding architectural and landscape plans to the Design Review Board.
- Prepare written and graphic projects; exercise responsibility for a major aspect of architectural projects; exercise responsibility for a major planning and architectural and landscape planning and design such as standards for structure design.

When assigned to Planning & Development Services:

- Exercise responsibility for evaluation of public input and building informed public consensus for specified projects.

- Confer with a variety of agencies and the general public in acquiring information and coordinating development matters: providing information regarding City development processes and procedures to enhance citizen involvement in planning and preservation efforts.

- Facilitate meetings to solicit input from neighbors on planning and historic preservation projects and develop a “form based” system to retain and/or incorporate into new development in historic neighborhoods.

- Coordinate and participate in meetings to involve neighborhoods in the implementation of new development in historic neighborhoods.

- Conduct and supervise studies in the community to gather data for development related neighborhood projects.

- Coordinate the Beautification Awards Program.

- Perform related duties as assigned.

When assigned to Transportation/Transit:

- Exercise responsibility for major transportation planning projects or studies such as comprehensive transportation plan development, air quality plans, parking and transportation demand management, transportation model development and maintenance.

- Conform city, state and federal policies, rules and regulations pertaining to all modes of transportation planning.

- Administer and/or participate in the evaluation of existing and potential transit services and make recommendations for service, program and policy changes.

- Coordinate specification development, public input, and other major pre-design elements of transportation capital projects.

- Participate in meetings to address and resolve neighborhood complaints, concerns or inquiries involving the city's transportation plan or activities.

- Administer and/or coordinate the city's transportation model and inputs/outputs related to the regional transportation model.

- Other related duties as assigned.

When assigned to Redevelopment/Rio Salado:

- Serve as project manager responsible for the management of redevelopment projects, both public and private from initial design to completion of construction.

- Administer redevelopment areas and projects, including providing reports and presentations to the City Council, staff to redevelopment committees, organize and administer public and individual meetings.

- Responsible for the negotiation of complex real estate acquisitions. Review real estate appraisals, title reports, surveys and environmental reports.

- Draft agreements, including purchase and sale agreements, lease agreements, development agreements and intergovernmental agreements.

- Administer the daily operation of the Town Lake and adjacent public park areas in Rio Salado.

- Participate and/or lead the design development, redevelopment and construction of public parks and facilities within Rio Salado.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible professional urban planning experience. Some positions may require three years of increasingly responsible professional

architectural and landscape planning and design or transportation planning experience. Some positions, depending on assignment, may require three years of real estate acquisitions, project or construction management experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in architecture, city planning, public or business administration or a related field.

Licenses/Certifications:

May require the possession of a valid driver's license.

Registered in Arizona state as an Architect may be required for some of the positions.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 356

FLSA: Exempt

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