



Town of Oro Valley Classification Description

Title: **PLANNER**
Job Code: 2140
FLSA Status: Exempt

Department: Community & Economic Dev.
Salary Grade: 113

POSITION SUMMARY:

An entry level planner position that receives day-to-day direction from the Principal Planner and oversight from the Planning Division Manager. This position completes basic to complex planning and zoning related tasks and projects including development case review, walk-in customer service, development coordination and communication. This position collaborates and cooperates with the citizens of Oro Valley, Town officials and departments, and outside agencies and individuals to provide the Division's services to internal and external customers. Excellent customer service and coordination with other Divisions and agencies are critical components of this position.

ESSENTIAL JOB FUNCTIONS:

- Reviews, researches and evaluates planning and development projects including but not limited to site plans, subdivision plats, architectural reviews and work plan projects.
- Applies the General Plan and Zoning Code requirements and assists applicants through the development process.
- Assists general public with basic information regarding current projects, town procedures and general planner-on-duty requests.
- Researches and gathers information from archives, other Town departments and outside sources.
- Responds to requests for assistance or guidance from assigned staff, other departments, citizens or the Town Council.
- Attends meetings, including evening meetings, and training sessions.
- Composes, writes, and reviews notices, letters and reports of research findings, analysis, recommendations, diagrams and presentations.
- Grasps the purpose and function of information technology systems in managing the planning, development, implementation, and records management systems for development related services.
- Demonstrates continuous effort to improve operations, streamline work processes, and work cooperatively to provide the highest level of quality seamless customer service for both internal and external customers.
- Respond to and resolve difficult and sensitive inquiries, complaints and requests in a positive, open, creative and customer service centric manner.
- Foster teamwork between divisions within the department and other Town departments.
- Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of applicable Town, state and Federal statutes, rules, ordinances, codes and regulations governing planning and zoning.
- Knowledge of permitting guidelines and regulations.
- Knowledge of planning, zoning and environmental documentation methods and techniques.
- Ability to effectively use computer software programs including word processing, spreadsheets and presentation tools.
- Skill in writing zoning code text for suburban and urban applications.
- Skill in assessing and prioritizing multiple tasks to consistently meet deadlines to complete projects and assignments.
- Ability to be an active, positive and contributing team member of the Department.
- Ability to communicate both verbally and with written instruction.
- Ability to establish and maintain effective working relationships with staff, other Town departments, applicants, and the general public.

MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Planning, Urban Design, Architecture or related field such as Landscape Architecture.
- Two (2) years' experience in a professional work environment, planning or zoning preferred; **OR** an equivalent combination of education and experience.

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- Work is performed in an indoor environment.
- Field inspections or site tours using Town vehicles may be required.