



## Town of Oro Valley Classification Description

Title: **SENIOR PLANNER**  
Job Code: 2130  
FLSA Status: Exempt

Department: Community & Economic Dev.  
Salary Grade: 116

### **POSITION SUMMARY:**

Under general supervision, reviews, participates and assists in the planning, zoning and permitting activities of the Planning Division.

### **ESSENTIAL JOB FUNCTIONS:**

- A. Receives and processes applications for General Plan Amendments, rezonings, conditional use permits, variances, conceptual and final site plans, and subdivision plats.
- B. Prepares and processes zoning code amendments.
- C. Interprets and applies Town, State and Federal regulations and Division policies and procedures to planning projects.
- D. Provides planning information and interpretation for staff, other departments, developers, contractors, boards and commissions, Town Council and the public.
- E. Conducts site inspections and researches, analyzes, and compiles technical and statistical information/data for the use of developing land.
- F. Analyzes, composes, documents and recommends planning and zoning improvements and findings.
- G. Prepares advanced level technical analysis, reports, graphics and presentations for public hearings and/or meeting.
- H. Provides advanced level verbal presentations for public hearings and/or meetings.
- I. Facilitates neighborhood meetings and other outreach efforts.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of applicable Town, State and Federal statutes, rules, ordinances, codes and regulations governing planning and zoning.
- Knowledge of planning, zoning and permitting guidelines and regulations.
- Knowledge of planning, zoning and environmental documentation methods and techniques.
- Knowledge of computer software programs including MS Office Suite.
- Skill in performing site inspections.
- Skill in working within deadlines to complete projects and assignments.
- Advanced level skill in verbal and written communication.
- Skill in establishing and maintaining effective working relationships.
- Skill in utilizing basic facilitation and mediation skills.

**MINIMUM QUALIFICATIONS:**

- A Bachelor's degree in Planning or related field. A Master's degree and AICP degree preferred.
- Three (3) years' experience in planning and zoning; **OR** an equivalent combination of education and experience.

**ENVIRONMENTAL FACTORS and WORKING CONDITIONS:**

- Work is performed in indoor and outdoor environments.