



**Job Title:** Planner  
**Department:** Planning & Building  
**Reports To:** Planning & Zoning Manager  
**Salary Range:** \$27.31 - \$40.45  
**Hiring Range:** \$27.31 - \$33.88

<b>Job Status:</b> Regular, Full-Time	<b>FLSA Status:</b> Non-Exempt	<b>Town Status:</b> Classified
<b>Origination Date:</b> 2/20/2010	<b>Revision Dates:</b> 8/11/2014, 5/13/2021, 1/15/2023	

**JOB SUMMARY**

Performs urban planning work associated with community planning, zoning, and development. Serves as case planner for land development proposals and planning projects. Provides information to the public, applicants, and Town officials regarding planning programs and projects. Performs zoning enforcement activities.

**ESSENTIAL FUNCTIONS**

- Serves at first point of contact for members of the public
- Reviews and approves applications such as zoning clearances, home occupations, business licenses, and setback modifications.
- Conducts research associated with public record requests.
- Serves as case planner for development review applications such as development plans; subdivisions; landscape plans; rezonings; conditional use permits; variances; and General Plan, Specific Plan, and Zoning Code amendments. Coordinates reviews by other departments and outside agencies.
- Researches codes, ordinances, regulations, standards, guidelines, policies and procedures related to planning, zoning, land development, land use, and development design proposals.
- Compiles and analyzes data on economic, social, demographic and physical factors affecting land use.
- Uses web-based interactive GIS to analyze site information. May use in-house GIS software to create maps and perform other data queries as needed.
- Conducts site inspections.
- Prepares materials for and presents at various public meetings such as Planning and Zoning Commission and Board of Adjustment. Responsible for preparing legal advertising for public hearings.
- Provides information to the public, applicants and Town officials regarding Planning projects; this includes technical assistance, reviewing proposals and coordinating the free exchange of information on planning and environmental issues.
- Prepares draft recommendations on measures affecting land use, community facilities, and transportation to guide community development.
- Establishes and maintains partnerships and effective working relationships with other departments, agencies, local businesses, community groups, and professional organizations.
- Prepares and submits routine, recurring and special reports, analyses, and recommendations.
- Performs zoning enforcement activities.



- The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities are subject to change as the needs of the Town and requirements of the position change.
- Incumbents will be expected to have the ability and capability, with or without accommodations, to perform these Essential Functions, and other functions and tasks as required and/or directed.

### **KNOWLEDGE, SKILLS & 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 word processing, spreadsheets, presentation tools and GIS.
- Skill in assessing and prioritizing multiple tasks to complete projects and assignments within deadlines.
- Skill in oral and written communication and the ability to follow written and oral instructions.
- Ability to establish and maintain effective working relationships and utilizing basic mediation skills.
- Ability to read and interpret documents, reports, research material and information, blueprints, and maps.
- Ability to exert light physical effort including, but not limited to, lifting, carrying, pushing and/or pulling, etc. of objects and materials of light weight (generally 25 pounds and less). Tasks may involve extended periods of time in a seated position and at a keyboard or workstation.

### **MINIMUM QUALIFICATIONS**

- Bachelor's Degree from an accredited college or university with major course work in planning, geography or a related field.
- Two (2) years' experience working in professional urban planning, preferably in the public sector; or, any equivalent combination of formal education and experience sufficient to perform the essential functions.
- A valid Arizona driver's license is required within ten days of hire.
- Must be able to pass a background investigation.

### **PREFERRED QUALIFICATIONS**

- Master's Degree.
- American Institute of Certified Planner certification by the American Planning Association.
- 

This job description does not constitute an employment agreement between the Town of Sahuarita and the employee and is subject to change by the Town of Sahuarita as needed.



The Town of Sahuarita is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town of Sahuarita will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with a member of the Human Resources Department.

Management's vision is for all employees to embrace, support, and promote the Town's values, beliefs, and culture, which include but are not limited to the following expected behaviors:

- High ethical standards
- Active participation in teamwork
- Strong safety principles and safety awareness
- Provide outstanding customer service to internal and external customers

---

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE TOWN WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGES BOTH PROSPECTIVE AND CURRENT EMPLOYEES TO DISCUSS POTENTIAL ACCOMMODATIONS WITH A MEMBER OF THE HUMAN RESOURCES DEPARTMENT