

**CITY OF GLENDALE**

<b>TITLE:</b>	<b>Planner</b>	<b>CLASS CODE:</b>	<b>543</b>
<b>REPORTS TO:</b>	<b>Planning Manager</b>	<b>GRADE:</b>	<b>27</b>
<b>DEPARTMENT:</b>	<b>Planning</b>	<b>FLSA:</b>	<b>E</b>
<b>JOB SPECIFICATION DATE: July 1, 2005 bwg</b>			

**JOB SUMMARY:**

Performs professional planning work and acts as Project Manager on complex planning and development projects for the Planning Department.

**ESSENTIAL FUNCTIONS:**

1. Manages complex planning and development projects which includes management of formal and informal project teams. Assembles teams, defines scope and schedule for review, sets performance objectives, makes assignments, monitors progress, reviews the work of an interdisciplinary team, resolves issues and conflicts, reports findings and recommendations, documents approvals and is accountable for project process and the end product.
2. Evaluates requests for rezoning, use permits and variances, and prepares staff recommendations and stipulations for approval.
3. Prepares and presents reports to Planning Commission, Board of Adjustment, Historic Preservation Commission and City Council and neighborhood groups.
4. Prepares amendments to the City's General Plan, and specific area plans.
5. Reviews preliminary and final plats design plans and construction plans, and conducts final site inspection for approval on residential, commercial and industrial development projects.
6. Conducts research and analysis, evaluates findings, identifies significant issues and develops staff recommendations on routine complex projects.
7. Meets with property owners, attorneys, developers and other design professionals to discuss and resolve planning and development issues, and exercises discretion in problem solving and negotiating agreements.
8. Provides technical support, information, and guidance to property owners, developers, other City departments, other staff members and elected and appointed officials on adopted ordinances policies, plans, and procedures.
9. Conducts public meetings with neighborhood groups and special interests.
10. Drafts ordinance amendments and design guidelines.
11. Compiles data on population, housing and development trends, provides data analysis and population/housing projections, and prepares reports on land use, demographic and development trends for use in policy decisions by other City departments, the City Management team, and the City Council.
12. Represents the Planning Department on various intergovernmental committees on regional planning and development matters.

## **SECONDARY FUNCTIONS:**

13. Performs other related duties as assigned.

## **KNOWLEDGE, SKILLS, ABILITIES:**

### **Knowledge of:**

The principles, practices, and methods used in urban planning and available implementation techniques.

Data gathering and research methods, data review, reporting and presentation.

Development issues and concerns, neighborhoods, public participation techniques, and the development process.

Land use law, zoning and subdivision regulations.

Urban design and site design principles, and the related fields of Civil Engineering, Traffic Engineering, Architecture and Landscape Architecture.

City policies and procedures related to land use and development.

Project management and organization principles.

### **Ability to:**

Apply planning principles to work assignments, implement City ordinances and policies. Review site plans and architectural elevations, and analyze the potential impact of development proposals.

Plan, organize, and manage the activities of project teams, and multiple projects to completion.

Conduct research, compile data, analyze findings, identify key issues, and prepare professional recommendations.

Communicate effectively verbally and in writing.

Establish and maintain effective working relationships with co-workers, citizens, business owners, City officials, upper management, Attorney's, other design professionals, and developers.

Exercise initiative and independent judgement.

Provide quality customer service.

## **WORKING CONDITIONS:**

Office setting.

## **MINIMUM QUALIFICATIONS:**

Bachelor's degree in Urban Planning, Urban Design, Geography, Landscape Architecture, or a related field, and two years experience in planning, project review or a related community development activity. A Masters Degree in Urban Planning or a related field is preferred.

Any equivalent combination of training and experience, which provides the required knowledge, skills, and abilities, is qualifying.

## **SPECIAL REQUIREMENTS:**

Valid Arizona's drivers license.