



**Range:** SG-16  
**FLSA:** Exempt  
**Date:** July 13, 2015

## **ASSOCIATE PLANNER**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### **DEFINITION**

To perform a variety of professional level planning work in support of the Community Development Department; to review and interpret data and formulate recommendations for current and long-range planning purposes; and to provide information and assistance on planning related matters to the Director of Community Development, other department staff, and the public.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Assistant Director of Community Development or designee.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS**--*Essential and other important responsibilities and duties depending on which main function of the department you may be assigned, may include, but is not limited to, the following:*

### **Essential Functions:**

1. Participate in the development and implementation of goals, objectives, policies and priorities for assigned planning programs.
2. Receive and review zoning amendment requests, development proposals, and applications for compliance with appropriate ordinances, regulations, and policies.
3. Research, analyze and interpret social, economic, population and land use data and trends; prepare written reports and recommendations on various planning matters and elements of the Community Plan.
4. Research, prepare and present reports and recommendations for a variety of commissions, committees and the City Council; make public presentations and recommendations on various aspects of planning services and activities.
5. Answer questions and provide information to the public regarding zoning, land use and the Community Plan.
6. Provide public information and input opportunities including coordination with local citizen groups and community representatives and local and regional agencies; make informational public presentations and evaluate and document citizen input.
7. Coordinate and maintain effective communication with the local media.
8. Participate in the development of the Community Plan; review and evaluate consultant prepared reports and work products; prepare and present Community Plan related programs to various agencies.
9. Compile information, make recommendations and prepare planning reports on special studies pertaining to land use and community development issues and activities.

10. Ability to work in organized team efforts and assist in problem solving work related issues for continuous improvement in work efforts.
11. Review of single-family residential building permits, plans as needed.
12. Provide backup front counter coverage as necessary.
13. Review, process, and make recommendations on requests for liquor licenses and special event liquor licenses.

**When assigned to Development Review:**

1. Review site plans and elevations for new projects; analyze to ensure compliance with City codes and other applicable regulations; coordinate review and input from other agencies and departments; provide comments and required corrections to developers; reevaluate plans after corrections are made.
2. Provide effective project administration and management for the research, evaluation and update of ordinances and amendments relative to the City's Land Development Code.
3. Assist in the review, analysis, and update of the Sedona Community Plan and other long-range plans and studies.
4. Conduct final inspections of development projects including parking lot, landscaping, outside lighting, mechanical equipment, exterior appearance, and pedestrian access; ensure compliance with approval requirements and building permit.
5. Perform daily planning and zoning functions; answer questions regarding zoning restrictions for realtors, developers, appraisers and the general public; prepare correspondence to reply to questions and inquiries; review tenant improvement plans for zoning compliance.
6. Review and approve land division permits; send all plans and studies to City departments and reviewing agencies; coordinate reviewing agency comments; receive, review and set up files for all development review applications.
7. Perform background research and field investigations subsequent to preparation for staff reports.
8. Prepare staff reports relating to specific development proposals.

**When assigned to Long-Range Planning:**

1. Identify resources, public informational needs, public input opportunities, timeframes and approaches for gathering essential data and assessing community needs; prepare requests for proposals; review and evaluate proposals; provide recommendations relative to consultant selection.
2. Implement and coordinate project tasks; monitor and maintain accurate account of consultant budgets and purchase orders; review and assess work products.
3. Prepare a variety of reports and recommendations for consideration in public hearings; answer questions and provide information related to proposed amendments and long range plans.
4. Research, analyze and interpret social, statistical, economic, demographic and land use data, trends and community goals and projects in preparation of plan updates.
5. Assist in the research, review, evaluation and preparation of capital improvements programming; assist in the initiation, management and coordination of special projects and studies pertaining to long-range community development issues and activities.
6. Provide research, evaluation and update of ordinances and amendments relative to the City's Land Development Code.
7. Assist in the review, analysis and update of the Sedona Community Plan and other long-range plans and studies.

### **Marginal Functions:**

1. Perform a variety of duties including preparing correspondence, memoranda, and other reports; respond to phone calls and resolve difficult and sensitive inquiries and complaints.
2. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of planning.
3. Maintain or perform website content function within assigned role.
4. Perform related duties and responsibilities as required.

### **QUALIFICATIONS**

#### **Knowledge of:**

- Principles and practices of urban planning and development.
- Principles of comprehensive planning.
- Methods and techniques of site planning and architectural design.
- General building and development practices as related to planning review.
- Office procedures, methods and computer equipment.
- Principles and procedures of report preparation and record keeping.
- Pertinent federal, state and local laws, codes and regulations pertaining to planning and development.
- Current literature, information sources and research techniques in the field of planning.
- Appropriate zoning codes and regulations and their application to comprehensive planning.

#### **Ability to:**

- Work in organized team efforts and assist in problem solving work related issues for continuous improvement in work efforts.
- Assist in the planning, development, implementation of a comprehensive planning and development program.
- Interpret and review planning and zoning programs.
- Independently investigate planning issues and problems.
- Communicate clearly and concisely, both orally and in writing.
- Analyze and compile technical and statistical information.
- Respond to and resolve difficult and sensitive inquiries and complaints with courtesy and tact.
- Establish and maintain cooperative work relationships with those contacted in the course of work.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.
- Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

### **EXPERIENCE AND TRAINING GUIDELINES**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Experience:**

Requires degree in planning or related field and one year of responsible experience or internship with government entity.

**Training:**

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

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; travel from site to site; possible exposure to noise, dust and inclement weather conditions; working around machinery.

**Physical Conditions:**

Essential and other important responsibilities and duties may require maintaining physical condition necessary for sitting, standing, or walking for prolonged periods of time; general manual dexterity.