



MARICOPA COUNTY
invites applications for the position of:

Comprehensive Planner Senior

An Equal Opportunity Employer

OPENING DATE:	07/18/18
CLOSING DATE:	Continuous
DEPARTMENT:	Planning and Development
JOB TYPE:	Unclassified/Full-Time
LOCATION:	Phoenix, Arizona
SALARY:	\$61,193.60 - \$75,795.20 Annually

POSITION OVERVIEW:

The Comprehensive Planner - Senior prepares products relates to long-range planning, including the Maricopa County comprehensive plan and related area plans, and specialized studies and projects.

POSITION QUALIFICATIONS:

Minimum education and/or experience:

Bachelor's degree in Planning or a related field and three (3) years of planning related work experience.

Specialized training, certifications, and/or other special requirements:

Must possess, or have the ability to obtain by the time of hire, a valid Arizona driver's license.

Knowledge, skills, and abilities:

Knowledge of:

- Planning theories and concepts, principles and practices of community long-range planning.
- Federal, state, and local statutes, rules, ordinances, codes and regulations.

Skill in:

- Communicating (written and verbal) in clear, concise, and well thought-out styles tailored to the target audience.

- Preparing long-range planning documents that are effective and practical, yet attentive to socioeconomic, environmental, and legal constraints.
- Operating a personal computer utilizing various software applications.
- Organizational and time management skills.

Ability to:

- Prepare long-range planning documents that reflect In-depth, analytical, complete, and accurate research.
- Offer ideas and concepts that are well thought-out and analyzed for potential positive and negative implications;
- Provide proper punctuation, grammar, and language tailored to the target audience.
- Provide clear and concise language.
- Think critically and problem analysis/assessment; creative/innovative solutions and mitigation strategies.
- Assess and prioritize multiple tasks, projects and demands.
- Understand and interpret data from various sources.
- Establish and maintain effective working relationships with management, co-workers, stakeholders, and the general public.
- Effectively utilize technology in relationship to community planning.

Preferred education, certification, and/or other special requirements:

Master's degree in Planning or related field; Experience managing and preparing community and long-range planning documents. Experience in the delivery of speeches or professional presentations.

Preferred training, certifications and/or other special requirements:

AICP Certification; GIS software.

Working conditions:

Position requires the ability to interact with a diverse population in written and oral formats in a typical office setting where it is possible to be seated up to 100% of the time working at a desk, on a computer, and using the telephone; the ability to file and carry / push / pull items up to 25 pounds.

ESSENTIAL JOB TASKS:

- Acts as project manager and author for all updates to the Maricopa County comprehensive plan.
- Acts as project manager and author for all updates to Maricopa County's area plans.
- Acts as project manager and author for special studies and projects related to long-range planning.
- Acts as the primary department liaison to Maricopa Association of Governments' committees as necessary.
- Conducts review of highly complex comprehensive plan amendments and prepares staff reports as necessary.
- Acts as project manager for amendments and updates to the Maricopa County comprehensive plan and area plans, and the Maricopa County Zoning Ordinance.
- Conducts research of complex issues related to comprehensive plan elements and other aspects related to long-range planning; Compiles data, creates reports, and prepares presentations related to such.

- Oversees all aspects of public outreach and public participation programs related to long-range planning projects.
- Prepares reports and presentations to the Maricopa County Planning and Zoning Commission and Maricopa County Board of Supervisors as they relate to long-range planning.
- Provides support and direction to lower level staff with respect to comprehensive plan and area plan goals and policies.
- Acts as point of contact for public inquiries related to long-range planning.
- Acts as liaison to other Maricopa County agencies with respect to long-range planning efforts; acts as liaison to Federal, state and local jurisdictions with respect to their long-range planning efforts.
- Performs other duties as assigned.

SELECTION PROCEDURE:

The hiring authority will select the successful candidate based on departmental needs.

All offers of employment made to new hires and rehires at Maricopa County are contingent upon successful completion of a post-offer, pre-employment thorough background investigation. A background investigation is conducted on a current employee who changes to a Safety Sensitive Position or one having the potential for serious adverse impact on the integrity or efficiency of the County. These requirements do not pertain to employees of elected officials who undergo background investigation processes administered through their respective offices.

Typically successful candidates are hired at a salary rate, up to midpoint of the range, based on applicable experience, internal equity and budgetary allowances.

All applications must be submitted online

<https://www.governmentjobs.com/careers/maricopa/jobs/2148892>