

Senior Planner/Salt River Pima-Maricopa Indian Community

Definition: Under general supervision of the Planning Services Manager, the Senior Planner performs a variety of complex current and long-range planning functions that include evaluating project design, making recommendations or decisions on planning entitlements, developing effective responses and solutions to land use and development issues, and writing amendments to the zoning code, design standards, and General Plan. The Senior Planner is able to read and understand construction documents, analyze planning issues, interpret codes and policies, and communicate this information effectively with others. The Senior Planner develops and administers the Community's Development Impact Fee program and assists with the Community's infrastructure planning efforts. Experience with large or complex non-residential development is desirable, as is experience selecting and managing consultants for projects. This job class is treated as FLSA Exempt.

Examples of Tasks:

Distinguishing Features: The Senior Planner mentors the Planner job class and performs projects of a more analytical and complex technical nature than the Planners. The Senior Planner is experienced and competent working with engineering, fire and other technical staff to identify and resolve infrastructure, code and other technical site planning issues. The Senior Planner also provides policy, practice and procedure recommendations plus process development leadership. Maintains the flexibility to cross-train with other planning specialties.

Essential Functions: Essential functions may vary among positions and may include the following tasks and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is not intended to be comprehensive list of tasks performed by all positions in this classification.

Tasks:

1. Reviews land use and development applications including site, landscape, grading plans, drainage plans and architectural designs for compliance with Community codes, policies, standards and good planning principals.
 - Creates recommendations and draft reports for various Boards of Directors and committees including the Land Management Board, Design Review Committee and Community Council.

2. Assists the Planning Services Division in meeting long-range planning objectives for the Community by completing planning related tasks that may include, but are not limited to, the following:
 - Zoning text amendments.
 - General Plan amendments.

- Creating written design policies and standards.
- Assisting with development of a "green building" program.
- Maintaining a land use inventory.
- Developing area plans for various geographic areas within the Community.
- Developing land preservation regulations.

3. Contributes to establishing procedures and techniques for gathering, analyzing and compiling statistics on Community socio-economic data, census information, land use patterns, demographic data, population statistics, housing information, land ownership and other planning issues.

- Emphasizes issues and projects particularly relating to the upcoming Census 2010.

4. Develops, administers and enhances the Impact Fee Program including the following:

- Developing a credible accounting method to track fee collections, usage, reimbursements & credits.
- Assisting developers, landowners and others with impact fee requirements.
- Coordinating infrastructure planning, costs and CIP programming with other Departments.
- Implementing yearly inflationary increases.
- Managing tri-annual impact fee update.
- Assisting with development-related fiscal analyses.

5. Contributes to infrastructure planning efforts for specific projects and areas within the Community and supports other departments with developing and implementing civil improvement design standards.

6. Performs plan reviews of site plans, landscape plans, architectural drawings, engineering plans, signage and performs site inspections as required by Community codes and ordinances.

7. Works with developers, landowners and others to answer questions about zoning requirements and the land use review process and procedures.

- Ensures applicants are in compliance with development ordinances, policies and department processes and procedures.

8. Contributes to the development and implementation of the Division's process and customer service improvements.

9. Prepares scope of services, manages the selection process and manages contracts for professional consulting services to provide specific Division technical support services.

10. Mentors the Planner job classes so employees attain the technical and business skills necessary to perform independently and attain further career progression goals.

- Performs a lead role in project and work management.
- Helps prioritize coordinate staff workflow and provides training and assistance as needed.
- Assists the Manager in developing staff work schedules and assignments.

- Helps coordinates staff training and assistance as needed.
- Assists the staff in attaining established performance standards thereby providing a Division-wide set of guidance standards and operational processes.

11. Performs other job related duties as assigned by the Planning Services Manager or CDD Director.

Knowledge, Skills, Abilities and Other Characteristics:

- Knowledge of the vision, history, culture, laws, rules, customs and traditions of the Salt River Pima-Maricopa Indian Community.
- Knowledge of the purpose, current issues, projects, organization, policies and employee responsibilities of the Planning Division.
- Knowledge of the Community's land-use policies and practices.
- Knowledge of municipal current and long-range planning principals and practices.
- Knowledge of design concepts especially related to Pima and Maricopa themes.
- Skill with excellent written and verbal communication.
- Skill and confidence in giving public presentations to audiences with varying levels of support and understanding.
- Skill with Microsoft Office software applications and familiarity Geographic Information Systems (GIS) applications.
- Skill developing and maintaining effective working relationships with consultants, land use and development professionals, Community Members and landowners.
- Skill facilitating positive change relating to the Community's land use goals.
- Skill analyzing problems, identifying alternative solutions and resolving issues.
- Ability to effectively listen, communicate and build positive relationships with fellow employees, the development community, and Salt River Pima-Maricopa Community members.
- Ability to adapt to changing work situations and assignments.
- Ability to work independently, use initiative and make solid work judgments.

Skills/ Requirements

Qualifications:

Education & Experience: A Bachelor's degree from an accredited college or university in Regional or Urban Planning, Architecture, Landscape Architecture, Geography or closely related field, AND a minimum of four (4) years of direct work experience in the land use planning and development field including zoning and design review work.

- American Institute of Certified Planners (AICP) certification preferred.

Equivalency: Any equivalent combination of education and experience that will allow the applicant to satisfactorily perform the duties of the job may be considered.

Insurability: Must possess and maintain a valid Arizona Driver's License and meet the SRPMIC insurance standards.

Special Requirements: May be required to work beyond normal work hours including nights, weekends or holidays.

Important Notes

Prior to hire as an employee, applicants will be subject to drug and alcohol testing. Will be required to pass a pre-employment background/fingerprint check. Employees are subject to random and alcohol testing. "SRPMIC is an Equal Opportunity/Affirmative Action Employer" Preference will be given to a qualified Community Member, then a qualified Native American and then other qualified candidates.

Locations

10005 E Osborn Rd, Scottsdale, AZ 85256

Reference #: 100404

Pay Rate: \$76,861 to \$107,608/year

Application Instructions

Application instructions: To apply or view full job description go to www.srpmic-nsn.gov/employment

*Resumes alone will not be accepted. Please apply by closing date 09/26/2018

<http://www.srpmic-nsn.gov/employment/>