

**TOWN OF GILBERT
CLASS SPECIFICATION
Planner**

<u>CLASS SERIES</u>	<u>BAND/GRADE/SUBGRADE</u>	<u>FLSA STATUS</u>
Planning	C41 – C42	Exempt

CLASS SUMMARY:

This class is the third level in the Planning series. Incumbents are responsible for: reviewing, researching and processing planning and development applications, plans, amendments, variances, and related documents; conferring with other divisions, applicants and external agencies to resolve project issues; interpreting and communicating codes, laws and regulations, ensuring compliance with applicable standards; providing support and giving presentations to the Council, Boards, Commissions and related groups; preparing code amendments; preparing drawings, plans, studies, reports, and other related documents; and participating in long-range planning activities.

ESSENTIAL DUTIES:

This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.

**PERCENT OF
TIME**

Actively participates and accomplishes organizational, departmental and workgroup goals and objectives.	Daily 100%
Exhibits a service orientation toward internal and external customers and maintains productive working relationships.	Daily 100%
Reviews, researches and analyzes planning and development projects and related documents to ensure compliance with applicable laws, codes, ordinances and regulations.	Daily 25%
Reviews, evaluates and processes zoning applications, construction and design plans, plan amendments, preliminary plats, and other related documents. Conducts meetings with developers, internal staff, and other representatives and provides technical guidance and resolves issues related to proposals and application submissions.	Daily 25%
Facilitates and coordinates the planning review process with internal staff, applicants, legal counsel and external agencies to finalize negotiations and maintain development standards prior to official review hearings.	Weekly 10%
Conducts site inspections and field research in relation to development proposals and construction projects to identify issues and ensure compliance.	Weekly 10%
Prepares and delivers reports and presentations to the Town Council, Planning Commission, Design Review Board, and other public meetings.	Weekly 10%

**TOWN OF GILBERT
CLASS SPECIFICATION**

Planner

Prepares drawings, plans, studies, reports, and other related documents. Reviews and maintains data and records in information management systems.	Weekly 5%
May serve in a lead capacity providing expertise, guidance and work direction.	Varies 0 – 10%
Performs other duties of a similar nature and level as assigned.	As Required

TRAINING AND EXPERIENCE:

Bachelor’s Degree in Urban Design, Architecture, or related field and 1 year of municipal planning experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING/CERTIFICATIONS:

- Valid Arizona Driver’s License.

KNOWLEDGE OF:

- Applicable Federal, state and local laws, codes, regulations and/or ordinances;
- Engineering principles;
- Planning and zoning principles;
- Construction terminology;
- Research methods;
- Spatial concepts;
- Mathematical concepts;
- Modern office equipment.

SKILL IN:

- Interpreting and applying applicable laws, codes, regulations and standards;
- Providing customer service;
- Reading, comprehending and/or interpreting written materials and technical drawings;
- Managing projects;
- Resolving conflict;
- Building consensus;
- Thinking critically;
- Speaking in public;
- Utilizing a computer and relevant software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

TOWN OF GILBERT CLASS SPECIFICATION

Planner

ADA AND OTHER REQUIREMENTS:

Positions in this class typically require: stooping, kneeling, reaching, standing, walking, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents may be subjected to operating a motor vehicle, fumes, odors, dusts, gases, poor ventilation, extreme temperatures, travel and environmental conditions such as disruptive people, imminent danger, or a threatening environment.

WORKING TITLES WITHIN CLASS SPECIFICATION:

Planner II – C41
Senior Planner – C42

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

CLASS HISTORY INFORMATION:

*Draft prepared by Fox Lawson & Associates LLC (BS)
Date: (10/12)*

*Draft finalized by Gilbert Human Resources (TT)
Date: (05/13)*