

## PLANNER II

### JOB DESCRIPTION

**Classification Responsibilities:** A Planner II performs professional-level planning work involving research, analysis, and technical assistance on major projects. Employees are expected to perform at a journey-level capacity in the following functional areas: long-range planning, planning and zoning review, design review, subdivision, zoning administration, permit plans review, or historical and cultural resource reviews and preservation. Responsibilities may vary by assignment and can include conducting preliminary and final plat review; reviewing development proposals for consistency with adopted standards and regulations; providing staff support and reports to various boards, committees, and Council; conducting technical research, analyzing data, evaluating findings, identifying significant issues, determining options, and developing staff recommendations; and conferring with engineers, developers, architects, other City staff, outside agencies, and the general public to acquire information and coordinate planning issues, apply codes, laws, standards, and regulations to ensure applications and development are in compliance with the City's ordinances and development standards of various units and departments, as well as policy direction from boards and Council. A Planner II may assist in training new and entry-level staff and/or may be assigned supervisory duties. This class is responsible for performing related duties as required.

**Historic Preservation Assignment:** The Historic Preservation Planner II works under the general direction of the Planning Director and is responsible for coordinating and promoting the City's Historic Preservation Program. Duties of the position may include coordinating the implementation of City policies and procedures for the protection of cultural and historical resources and providing guidance and direction to stakeholders on historic preservation goals and regulations. The incumbent will be responsible for coordinating extensive public contact requiring specialized and comprehensive knowledge relating to the principles and techniques of preserving historic and cultural resources, and its relations to the built environment. Employees in this class must research requirements of historic preservation techniques and policies, and provides information and technical assistance to property owners, private development interests, and the general public. This class will provide assistance to the Planning Director in the following: maintaining the City in good standing as a Certified Local Government (CLG); providing staff support in the execution of the policies, goals, and programs of the Historic Preservation Board; and following mandates established by the State of Arizona Historic Preservation Office. Additionally, this position works with state, regional and national historic preservation entities to further historic preservation in the City of Mesa.

**Distinguishing Features:** This class is distinguished from the Planner I class by having greater planning experience with the City, the continuing capacity to perform at the journey-level, and the thorough understanding of the zoning ordinance and council's policy direction contained within Mesa's 2025 plans. This class is supervised by a Senior Planner, Principal Planner, Zoning/Civil Hearing Administrator, or Planning Director who reviews work through conferences, meetings, reports, and results achieved. This class is FLSA exempt-administrative.

### QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Planning, Urban Planning, Geography, Architecture, Landscape Architecture, Civil Engineering, Public Administration, or related field. At least two years professional planning experience.

**Special Requirement.** None.

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualifications.** Graduation from an accredited college or university with a Master's Degree in the same fields of study is preferred. Certification and membership in the American Institute of Certified Planners and National and State Planning Associations are preferred. Registration as an Architect or Landscape Architect, and knowledge of State Statutes and Planning case law are highly desirable. Good (1 - 3 years) experience reviewing development proposals, working with databases and GIS (Geographic Information Systems) and/or ArcView, and experience with group facilitation are also highly desirable. Internet and/or web page development is desirable.

## **ESSENTIAL FUNCTIONS**

**Communication:** Communicates with applicants, contractors, developers, real estate and design professionals, and the general public to provide information and respond to questions about the City's development codes such as: design guidelines, Zoning, Sign, Manufactured Home and/or Recreational Vehicle, and Subdivision regulations; and state laws pertaining to annexation and planning statutes. Explains Code requirements, City policies, and development standards for the requested development use, as well as public hearing requirements and procedures. Recommends changes to proposed developments in order to ensure compliance with ordinance and/or policy requirements and standards, as well as professional planning practices. Attends neighborhood participation meetings on an as needed basis. Produces professional quality staff reports and written documents in order to explain which codes, policies, and planning principles should apply to the consideration of a specific case request. Discusses the quality and the nature of the proposal and expresses these considerations in a report that can be understood by laypeople.

**Manual/Physical:** Enters information into a personal computer (PC) and operates a variety of standard office equipment. Reads and interprets site plans, plats, civil drawings, architectural drawings, land surveys, building elevations, landscape plans, corner descriptions, legal descriptions, and policy documents in order to process planning case requests, construction documents, native plant preservation plans, neighborhood plans, sub area plans, specifications, and use permits. Provides information and technical assistance to property owners, private development interest, and the general public; and provides assistance to the Planning Director with maintaining the City's good standing as a Certified Local Government (CLP), executing policies, goals, and programs of the Historic Preservation Board, and following mandates established by the State of Arizona Historic Preservation Office (**Historic Preservation Assignment**). Ability to discern color, texture, building and landscape materials, and patterns to process planning case requests analyzed for conformance with esthetic standards and policy guidelines. Uses engineering and architectural scales to measure drawings in order to determine property dimensions and location and to measure distances to determine the accuracy of construction documents, correctness of subdivision plats, and to calculate acreage. Conducts and attends neighborhood meetings and regional agency meetings. Meets scheduling and attendance requirements.

**Mental:** Comprehends and makes inferences from City codes, plans, studies, capital programs, engineering manual, development standards, and guidelines to explain which affects the development proposal or plan. Recalls readily very specific information about City planning codes, engineering standards, development standards, and policy documents in order to provide timely answers when several citizens are awaiting information at the same time. Coordinates with the various units and departments in the implementation and enforcement of municipal and development regulations and policy direction. Develops and updates public hearing procedures as directed by Council. Reviews building plans for compliance with municipal land development regulations. Participates in the revision and development of new planning procedures and ordinances. Reviews and makes recommendations to the Planning Director regarding requests for administrative waivers of the City's ordinance regulations. Processes annexation requests and prepares related staff reports. Assists in developing various planning projects such as general plan updates, neighborhood plans, capital improvement programs, and area policies. Assists in the collection, development, and distribution of demographic information, computer databases, and statistical reports. Comprehends complex annexation statutes.

**Knowledge and Abilities:**

Knowledge of:

the City of Mesa codes such as Zoning, Sign, Manufactured Home and/or Recreational Vehicle, Subdivision Regulations, and/or Historic preservation regulation and understanding of technical historic preservation principles and techniques (*by assignment*);  
Council policy direction, adopted policy documents, principles, practices, and methodologies of modern urban and regional planning;  
current planning case law, research methods, and sources of information necessary to City planning functions;  
geography of the City and its surroundings;  
Arizona Revised Statutes (ARS);  
the organization of the City and the functions of its various departments; and  
principles of public administration, economics, statistics, municipal finance, and sociology as applied to urban planning and historic preservation.

Ability to:

communicate effectively, in written and oral form, with citizens, developers, property and business owners, and professionals of other departments and disciplines;  
coordinate efforts of other personnel in the collection and analysis of data;  
communicate appropriately with a demanding and diverse public in answering questions and explaining the City Zoning Code, Subdivision Regulations, General Plan, Planning Case Law, and/or Historic Preservation regulations, and Arizona Revised Statutes pertaining to annexation law, public hearings, notice and publication requirements, citizen participation, and Growing Smarter Plus programs;  
research requirements of historic preservation techniques and policies (*Historic Preservation Assignment*);  
independently facilitate meetings and give public presentations;  
handle complex cases; and  
comprehend and interpret previous and current City Council decisions and department policies.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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TC/js/mm

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EEO-Prof

JOB FCTN-ADM

INCREMENTS 44-200

PAY GRADE: 52

IND-8810

SWORN-No