

## SENIOR PLANNER

### JOB DESCRIPTION

**Classification Responsibilities:** A Senior Planner performs advanced-level professional planning work of considerable difficulty and manages complex planning projects to completion. Areas of assignment may include transportation, long-range planning, planning and zoning, design review, subdivision review, zoning administration, and plans review. Employees in this class may also serve as a staff liaison for national and regional planning agencies and City boards, such as the Planning and Zoning, Design Review, Board of Adjustment, or Subdivision Review Boards, depending upon assignment.

Responsibilities for assignments within Planning may include: lead expert in area of responsibility; recommendation of general plan amendments; analysis of demographic and census data; facilitation of neighborhood and area plans; conducting preliminary and final plat review; providing technical review of subdivisions; esthetic review of commercial, office, industrial, and residential development building and landscape proposals; seat on Williams Gateway Authority Design Review Committee; preparing general and sub-area plans; recommendations of land-use, entitlement requests, and specific site plan proposals, review, and inspection approval on major residential, commercial, and industrial development projects; leading a team for process improvement projects and change management; proofing own work and work of others; plan, organize, and supervise the work of others; and application of basic supervisory techniques.

Responsibilities for assignments within Transportation may include: administering, managing, and implementing guidelines for bicycle parking; making recommendations and providing assistance to City commissions and Council regarding safe and efficient bicycle/pedestrian transportation; coordinating with national and regional planning agencies and other cities in developing and refining the regional forecasting model and betterment of bicycle awareness and usage in the state; evaluating bicycle and pedestrian transportation impacts associated with development projects and roadway improvements; writing, defending, and managing applications for grants to fund infrastructure and non-infrastructure grant projects; preparing and managing the bicycle and pedestrian program budget; working with schools and community groups to improve safe bicycle riding techniques, bicycle/pedestrian routes, and to increase bicycling and walking to school; planning and coordinating CycloMesa and other special events related to the bicycle/pedestrian program; coordinating and managing compliance of the Shared Active Transportation Vehicles program for the Department; representative on the Bicycle and Pedestrian Committee at Maricopa Association of Governments (MAG); department representative for Bicycle and Pedestrian infrastructure projects; monitoring operability of pathways and addressing community input on pathways; monitoring and reporting user reports for program facilities; contributing to the production of a semi-annual magazine; writing the program's annual report; working with national organizations for the advancement of the City in its ranking as a Bicycle Friendly City; communicating with the residents that have complaints, issues, and concerns regarding bike/ped program/facilities; and City representative for community contact with bicycle and pedestrian groups.

Based on assignment, duties may also include: conducting technical research, analyzing data, evaluating findings, identifying significant issues, determining options, and developing staff recommendations for difficult projects; conferring with engineers, developers, architects, outside agencies, and the general public to acquire information and coordinate planning and zoning, architectural and landscape planning and design matters, or technical elements of traffic studies and general transportation planning

issues; preparing for and conducting public meetings to receive input on planning projects; and interpreting and applying codes, policies, laws, standards, and regulations to ensure development, applications, City projects, and municipal code amendments are in compliance. A Senior Planner may supervise the work of paraprofessional/professional staff. This class is responsible for performing related duties as required.

**Distinguishing Features:** The Senior Planner class is distinguished from the Planner II by the responsibility for serving as a primary subject matter specialist in the area of assignment. This class is supervised by a Principal Planner, the Planning Director, or a Supervising Engineer (*based on assignment*) who reviews work through meetings, conferences, 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.** Graduation from an accredited college or university with a Bachelor's Degree in Planning, Urban Planning, Geography, Architecture, Landscape Architecture, Civil Engineering, Transportation Planning, or a related field (*based on assignment*). Considerable (3 - 5 years) professional experience in transportation planning, urban planning, civil engineering, land-use law, professional design, or traffic engineering (*based on assignment*).

**Special Requirement.** None.

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualifications.** Possession of an Arizona registration as an Architect or Landscape Architect is preferred (*Design Review and Plans Review assignments*). American Institute of Certified Planners certification and graduation from an accredited college or university with a Master's Degree are highly desirable.

## ESSENTIAL FUNCTIONS (*vary by assignment*)

**Communication:** Communicates with applicants, developers, property owners, architects, engineers, real estate and design professionals, board members, the general public, City employees, vendors, contractors, public officials, and other agency staff to provide information and respond to questions about transportation planning, the City's codes, (examples: Zoning, Sign, Manufactured Home/Recreation Vehicle, and Subdivision) policies, department standards of construction, and design guideline requirements at review board hearings, City Council meetings, and other board hearings. Coordinates work activities with staff from other departments, cities, and agencies (examples: Maricopa County Department of Transportation, Maricopa Association of Governments, Arizona Department of Transportation, US Census Bureau, and Arizona State Lands Department). Coordinates projects and represents the City in related matters, answers questions, and handles complaints. Explains code, guideline requirements, and City policy for the requested plan and/or development use. Produces recommendations to the Planning Director regarding public hearing requests for administrative

approvals, product and building elevation changes, Maricopa County development proposals, Williams Gateway Airport development proposals, and requests for waivers of Mesa's requirements. Organizes findings and prepares written reports, ordinances, memoranda, policy documents, plans, and studies.

**Manual/Physical:** Uses a personal computer (PC) to analyze spatial and demographic data, view, revise, or create reports and graphics. Reads and interprets site plans, building elevations, landscape plans, and legal descriptions to process public hearing requests. Reads and interprets technical manuals and documents, traffic studies, and transportation planning documents. Uses GIS (Geographic Information System) spatial data, databases, and AutoCAD Drawings, as well as engineering and/or architect scales to analyze data, prepare exhibits, and ensure accuracy of drawings in order to determine property dimensions, location, and compliance with City standards. Attends public meetings. Visits subdivisions and development sites for on-site inspections. Draws architectural plans and sketches, schedules, maps, graphs, and graphic displays to illustrate the concepts described or referred to verbally or in written communication, and provides instructions about planning and design concepts to City staff and the general public. Inspects or reviews building sites and/or takes photographs. Perceives the full range of the color spectrum in order to review product and Design Review applications for color selection in regard to compatibility, harmony, and taste. Measures distances using GIS exhibits, Maricopa County data, and engineering and architectural scales to determine the correctness of subdivision plats, determine legal protest areas, define citizen participation contacts, and to calculate acreage.

**Mental:**

***Current Planning and Zoning Administration Assignments:*** Lead expert in functional area of responsibility. Oversees the processing of public hearing and incentive permit applications and pre-submittal conferences. Thoroughly comprehends and makes inferences from City codes, Planning case law, and state statutes to determine applicability and to communicate verbally and in writing how the codes and land use affect each proposal or request. Ensures timely response to applicant inquiries. Oversees coordination with other divisions and departments (examples: Development Services, Engineering, Environmental Management and Sustainability, Water Resources, Mesa Fire and Medical, Police, Economic Development, Neighborhood Services, etc.). Develops, updates, or reviews public hearing and citizen participation procedures, Growing Smarter and Growing Smarter Plus state statutes, and ordinances. Supervises and evaluates the work of subordinate professional, technical, and paraprofessional staff.

***Design Review Assignment:*** Lead expert in functional area of responsibility. Oversees the processing of public meeting requests, including pre-submittal conferences. Provides recommendations to the Planning Director regarding administrative reviews. Analyzes architectural plans and applications for design review. Makes recommendations in a written report format to management regarding requested information; estimates of cost, time, and feasibility; and alternatives for the City in response to applications and plans submitted. Comprehends and makes inferences from Zoning Ordinance requirements and policy documents in order to communicate verbally and in writing how the codes and policies affect each proposal or request. Supervises and evaluates the work of professional, technical, and paraprofessional staff.

***Long-Range Planning Assignment:*** Leads the development of various complex long-range planning projects including, but not limited to, the General Plan, Sub-area plans, corridor plans, and

neighborhood plans. Leads the process of updating and making modifications to existing plans. Facilitates meetings and composes documents related to neighborhood and sub-area planning efforts. Assists with the process of updating ordinances and regulations to ensure conformity with adopted plans. Prepares and delivers presentations to the Planning and Zoning Board, City Council, and citizen groups. Writes council reports with cost and land use analyses of annexations. Works with property owners on annexation requests. Oversees the development and maintenance of various planning databases and information (examples: census data, population projections, and GIS data). Coordinates long-range planning and database management with other City departments and outside agencies, such as MAG. Supervises and evaluates the work of professional and paraprofessional staff.

***Subdivision Review Assignment:*** Reviews plans for compliance with public hearing requirements, Council policy direction, and subdivision ordinances, and offers alternate design suggestions for compliance with codes and policies. Reviews subdivision plats in various stages of completion for technical compliance with applicable requirements relating to land subdivision, state statutes, public hearing requirements, City Council policy direction, accepted engineering design standards, and City development standards. Reviews and communicates written and verbal recommendations regarding preliminary plats and public hearing requests, requests for administrative approval of design modifications to stipulated zoning case site plans, building elevation changes, and waivers of the City's subdivision requirements. Provides recommendations to the Planning Director regarding administrative reviews. Updates subdivision regulations within the City Code and prepares guidelines and policy documents for Council consideration. Supervises and evaluates the work of professional, technical, and paraprofessional staff.

***Transportation Assignment:*** Lead expert in functional area. Conducts research and analyzes transportation and land use data to identify transportation needs. Comprehends and makes inferences from reports and studies to evaluate transportation systems and to ensure bicycle and pedestrian standards are met per the Mesa Bicycle Master Plan. Understands and interprets blueprints and schematic drawings to review development and transportation improvement plans. Oversees development of the transportation element of the City's Capital Improvement Program (CIP). Implements assigned elements of the Mesa Transportation Plan. Represents the City of Mesa on national and regional transportation issues. Identifies data needs and coordinates data collection as it applies to bicycle/pedestrian program (examples: conducts annual customer satisfaction surveys, analyzes reports, studies, and related information), and makes recommendations for improving the accessibility and safety of bicycle and pedestrian facilities, including bike path and bike lane design improvements for safety and access.

**Knowledge and Abilities: (vary by assignment)**

Knowledge of:

the principles, practices, and current developments of modern urban planning;  
the principles, practices, and current developments of multi-modal transportation planning, capital facilities programming, and project management;  
statistical analysis procedures;  
the accepted standards for locating public services, and residential, commercial, and industrial areas;  
the theories, principles, and practices related to land-use planning and development;

the practices and local ordinances relating to design standards and guidelines;  
the principles and practices of architecture, landscape architecture, and municipal administration applicable to design review;  
the geography and demographics of the City of Mesa and its surroundings;  
research methods and sources of information necessary to City and regional planning functions;  
accepted practices and applicable state and local laws relating to zoning, annexations, land subdivision, and land-use control;  
current modes of surface transportation, including street and traffic operations, transit operations, bicycle systems, and pedestrian requirements;  
sources of transportation funding;  
statistical and research procedures as they apply to transportation and urban planning problems;  
theories, principles, and practices related to transportation planning;  
statistical analysis of census demographic data;  
analysis of spatial geographic data;  
pertinent federal, state, and local laws, codes, and regulations;  
methods and techniques of technical report preparation and presentation;  
modern office methods, practices, procedures, and equipment, including a computer; and  
the City of Mesa organization and the functions of its various departments.

Ability to:

establish and maintain effective working relationships with coworkers, management, employees from other departments, outside agencies, and the general public;  
communicate effectively in both written and oral forms with citizens, developers, property owners, board members, and professionals of other departments and disciplines;  
evaluate the feasibility of alternatives in relation to technical standards and policy direction of numerous City divisions and departments;  
research, analyze, and interpret transportation and land use data and trends;  
prepare written and verbal reports;  
coordinate projects involving other City departments and outside agencies;  
represent the City in transportation planning matters with other governmental jurisdictions and the general public;  
exercise judgment and discretion in the interpretation and application of policies; 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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MR/js/co

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EEO-Prof

JOB FCTN-ADM

INCREMENTS 44-200

PAY GRADE: 54

IND-9410

SWORN-No