

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 provide 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.

Long-Range Transportation Planning Assignment: Conducts transportation and land use planning activities that support the City's long-range mobility and development goals. Collects, compiles, analyzes, and interprets transportation, land use, demographic, and development data to identify trends, evaluate transportation needs, and inform planning recommendations. Reviews and evaluates reports, plans, studies, development proposals, site plans, schematics, and technical drawings to assess consistency with City plans, policies, and standards, while identifying potential impacts to the transportation network. Implements and assists in updating assigned elements of the Mesa General Plan, Mesa Transportation Master Plan, and other transportation plans, policies, and studies. Researches transportation planning practices and emerging issues, applying findings to City programs and policies. Identifies and evaluates grant opportunities and assists with the preparation and administration of transportation planning grants. Collaborates with Planning Division staff, Transportation staff, other

City departments, outside agencies, consultants, and stakeholders on transportation and land use planning initiatives, including zoning amendments and development policies affecting mobility and transportation.

Urban Design Assignment: A Planner II working within the Urban Design Assignment performs professional-level planning work with a focus on urban design. Duties include, but are not limited to: research, analysis, and technical assistance on major projects; leading urban design projects and making recommendations on creating great places; providing design guidance for City initiated projects; preparing design graphics for public meetings and illustrations; preparing schematic designs and preliminary plans for streetscape improvements and integrated community urban design plans; coordinating with private developers, planners, and other City Departments on applicant projects to review design concepts and recommend potential design changes; preparing graphics for presentations; coordinating and performing research related to design projects and programs; making presentations to various boards; coordinating and facilitating public meetings; and making presentations to community groups and agencies.

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 various city plans. Employees may progress to this class by noncompetitive promotion upon meeting the specific criteria-based promotion requirements. This class is supervised by a Senior Planner, Principal Planner, Assistant Planning Director, 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 Urban Planning, Geography, Architecture, Landscape Architecture, Public Administration, Urban Design, or related field. At least two years' professional planning experience. **Urban Design Assignment:** Two years' professional experience in urban design or a combination of at least one-year professional experience in urban design and at least one-year professional planning experience.

Special Requirement. Must possess a valid Class D Arizona Driver's License within 90 days of hire or promotion date.

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 is 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. **Urban Design Assignment:** Registration as an Architect or Landscape Architect is highly desirable. Experience with SketchUp, Lumion, ArcGIS Urban, ArcGIS City Engine, ArcGIS Story Maps, etc. Proficiency in Adobe Creative Suite Software such as Adobe InDesign, Adobe Photoshop, Adobe Illustrator, etc.

ESSENTIAL FUNCTIONS

Communication: Communicates with applicants, contractors, developers, real estate, design professionals, and the general public to provide information and respond to questions about the City's development codes such as: Zoning, Sign, Manufactured Home and/or Recreational Vehicle, and Land Division regulations; and state laws pertaining to annexation and planning statutes. Explains code requirements, City policies, design guidelines, 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. **Urban Design Assignment:** Effectively communicates urban design concepts graphically, verbally, and in writing to a wide range of audiences including residents, developers, decision-makers, and technical staff. Prepares clear diagrams, renderings, and infographics; delivers concise public presentations; and produces well-organized staff reports, design guidelines, and meeting summaries that translate complex planning and design issues into plain language. Translate technical data into accessible visual materials.

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, applicants, contractors, developers, real estate, design professionals, and the general public. Draft clear written analyses, design standards, and memo-level guidance. Operates a motor vehicle requiring a standard Class D Arizona Driver's License to conduct on-site visits and attend neighborhood and regional agency meetings. **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. Provides assistance to the Development Services Director and 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 Officer.

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 Historic Preservation Regulation, and understanding of technical historic preservation principles and techniques **(by assignment)**;
council policy direction and 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;
principles of public administration, economics, statistics, municipal finance, and sociology as applied to urban planning and historic preservation; and
understanding of technical historic preservation principles and techniques **(Historic Preservation Assignment)**.

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, Land Division Regulations, General Plan, and planning case law;
communicate Arizona Revised Statutes pertaining to annexation law, public hearings, notice and publication requirements, and citizen participation;
independently facilitate meetings and give public presentations;
handle complex cases;
comprehend and interpret previous and current City Council decisions and department policies;
communicate appropriately with a demanding and diverse public in answering questions and explaining historic preservation regulations **(Historic Preservation Assignment)**; and
research requirements of historic preservation techniques and policies **(Historic Preservation Assignment)**.

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.

Revised 9/26

AD/js/ah

CS4553.DOCX

EEO-Prof

JOB FCTN-ADM

Non-DOT Safety and Security-N

CDL-N

RESP-N

PAY GRADE: 54

IND-8810

SWORN-No

Non-DOT Random-N

DOT-N

INCREMENTS 50-200