

## PLANNER I

### JOB DESCRIPTION

**Classification Responsibilities:** A Planner I performs specific entry-level, professional planning tasks involving research and analysis in the following areas: Subdivision Review, Long-Range Planning, Planning and Zoning Board Case Review, Zoning Administration, or Design Review. Tasks include: conducting research, analyzing data, evaluating findings, and identifying best practices as it relates to the General Plan and Mesa Zoning ordinance potential modifications, reviewing submissions against the General Plan and City ordinances, providing information and some explanation to developers, architects, and the general public about the City's ordinances (Zoning, Sign, Manufactured Home/Recreational Vehicle, and Subdivision), and development standards of various divisions and departments as well as policy direction from boards and Council; processing applications to the Planning and Zoning Board, Board of Adjustment, and the Design Review Board including writing reports and making oral presentations; processing annexation requests; reviewing and processing administrative review cases including preparing the approval letters; reviewing and processing subdivisions; and analyzing land-use patterns and demographic patterns. This class is responsible for performing related duties as required.

**Distinguishing Features:** A Planner I is distinguished from a Planner II by the latter's work experience with the City and continuing capacity to perform at journey-level in at least two of the recognized functional areas. Employees in this class may progress by noncompetitive promotion to Planner II upon meeting the specific criteria-based promotion requirements. A Planner I is trained and supervised by a Planner II, Senior Planner, or Principal Planner through observation, discussion, and review of reports. The full-time position for this class is FLSA exempt-administrative; the part-time is FLSA nonexempt. The part-time, non-benefited position has been designated as a non-classified, non-merit system, at-will position.

### 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, or a related field. Some (6 months - 1 year) experience in conducting research and analyzing problems and issues related to City planning and land-use controls.

**Special Requirements.** None.

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualifications.** Certification and Membership in the American Institute of Certified Planners and National and State Planning Associations are highly desirable. Registration as an Architect or Landscape Architect and ArcView/ArcInfo experience is highly desirable. Internet/web page development is also desirable.

## ESSENTIAL FUNCTIONS

**Communication:** Explains code requirements and City policy for the requested development use, as well as public hearing requirements and procedures. Reviews submissions and recommends changes to the proposed development in order to ensure compliance with ordinance and/or policy requirements and standards as well as professional planning practices. Produces professional quality staff reports with clearly organized thoughts using proper sentence structure, punctuation, and grammar in order to explain which codes and policies should apply to the consideration of a specific land-use proposal. 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, and legal descriptions in order to process planning case requests. Ability to discern color, texture, building and landscape materials, and patterns in order to process planning case requests analyzed for conformance with esthetic standards. Uses engineering and architect scales to measure drawings in order to determine property dimensions and location. Learns job-related material primarily through verbal instruction and observation of other planners interacting with customers and City personnel, and through reading and discussion of City codes, engineering and transportation standards, development standards, policy documents, demographic analysis, and the application of those codes, standards, analysis, and policies within staff reports. Conducts on-site visits and attends neighborhood and regional agency meetings. Meets scheduling and attendance requirements.

**Mental:** Learns job-related material, primarily through verbal instruction, research, and observation in an on-the-job training setting, regarding written City ordinances, development requirements, construction standards, and policies. Comprehends and makes inferences from these written documents and exhibits to explain which affects the development proposal or plan. Quickly recalls very specific information about City planning codes and policies in order to provide timely answers when several citizens are awaiting information at the same time.

### **Knowledge and Abilities:**

Knowledge of:

the theories, principles, and practices related to land-use planning and development;  
research methods and sources of information necessary to City planning functions;  
the City of Mesa's codes, development standards, and policies, such as: Zoning, Sign, Manufactured Home/Recreational Vehicle, Subdivision, solid waste, engineering manual, transportation requirements and driveway guidelines, and Mesa 2025 plans;  
PC software applications, particularly word processing, spreadsheet, GIS, and database management;  
planning case law; and  
Arizona Revised Statutes (ARS).

Ability to:

measure distances using a tape measure;  
photograph subject material and sites;  
establish and maintain effective working relationships with coworkers, management, employees from other departments, outside agencies, and the general public;  
communicate appropriately with a demanding and diverse public in answering questions and explaining the various codes which pertain to development and subdivision of land, signs, annexations, General Plan, annexation procedures, and Arizona Revised Statutes; and  
prepare and analyze ArcView maps.

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 10/23

AD/yf/js

CS4353.DOCX (Full-time)

PAY GRADE: 49

CS4393.DOCX (Part-time)

PAY GRADE: 49

CS4704.DOCX (Part-time, Non-benefited)

PAY GRADE: 49

EEO-Prof

IND-8810

JOB FCTN-ADM

SWORN-No

INCREMENTS 44-200