



City of Tempe

SENIOR PLANNER

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	356	<i>Department:</i>	Community Development
<i>Supervision Level:</i>	Non-Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Sr. Planner
<i>Safety Sensitive / Drug Screen:</i>	No	<i>Physical:</i>	No

Click [here](#) for more job classification information including current salary range.

REPORTING RELATIONSHIPS

Receives direction from a Principal Planner, Deputy Community Development Director - Planning, Transit Manager, or from other supervisory or management staff.

May exercise functional and technical supervision over less experienced professional and technical staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	<p>Two (2) years of urban planning experience. Some positions may require two (2) years of increasingly responsible professional architectural and landscape planning and design or transportation planning experience. Some positions, depending on assignment, may require two (2) years of real estate acquisitions, project or construction management experience.</p> <p><u>When assigned to Historic Preservation:</u></p> <p>Two (2) years of experience in one (1) or more pertinent fields such as archeology, architecture, construction, cultural geography, history, historic preservation, landscape architecture or planning. Historic preservation experience is preferred.</p>
<i>Education:</i>	<p>Equivalent to a bachelor’s degree from an accredited college or university with major course work in architecture, city planning, public or business administration or degree related to the core functions of this position.</p> <p><u>When assigned to Historic Preservation:</u></p> <p>Equivalent to a bachelor’s degree from an accredited college or university with major course work in archeology, architecture, construction, cultural geography, history, historic preservation, landscape architecture or planning.</p>
<i>License / Certification:</i>	<p>Registered in Arizona State as an Architect may be required for some of the positions.</p>

When assigned to Historic Preservation:

Certificate in Heritage Conservation, Real Estate Development, Section 106 Compliance and/or other training in Secretary of the Interior's Standards and compliance with state and federal cultural resource regulations is preferred.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform a variety of advanced level professional planning work in the areas of planning and zoning, design review, architectural planning and design, field operations, landscaping, and transportation planning; and to provide responsible staff assistance to a Principal Planner, Deputy Community Development Director, or Transit Manager.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Develop and present recommendations on various development permits and applications; prepare appropriate reports.
- Conduct hearings and make decisions on requests for variances and use permits.
- Exercise responsibility for a major aspect of planning such as area plan development, standards for high rise structures outside urban areas, analyzing planning areas for Federal fund eligibility, or evaluating public input to major project plans and building informed public consensus.
- Confer with engineers, developers, architects, a variety of agencies and the general public in acquiring information and coordinating planning and zoning, architectural, landscape planning and design or transportation matters; provide information regarding City development requirements.
- May provide lead and technical assistance to professional and technical planning staff; may assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures; provide or coordinate staff training; work with employees to correct deficiencies.
- Accept and analyze development applications; prepare appropriate noticing and advertising; attend public hearings and follow up on matters requiring a zoning administration decision.
- Interpret and apply codes, laws and regulations to ensure that development, applications, City projects and municipal code amendments are in compliance.
- Conduct and supervise planning studies in the community to gather data for evaluating current and long-range zoning, planning, or transportation projects.
- Prepare written and graphic representations of concepts pertaining to major planning and architectural projects; perform extensive research regarding implementation of policies established by the general plan, transportation plan, zoning ordinance, or other land use and

development ordinances.

- Answer questions and provide information to the public regarding zoning, architectural, site and landscape design, land use and the general plan; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Participate in a variety of public and board meetings as necessary; make public presentations on various aspects of the Planning, Redevelopment/Rio Salado or Transportation Division.
- May participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- May participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control expenditures.
- Perform related duties as assigned.

When assigned to Architectural Planning & Design:

- Review site plans, architectural drawings and landscape plans for quality and conformance to City policies, codes and ordinances.
- Review building, site and landscape modifications and construction plans; report technical recommendations regarding architectural and landscape plans to the Design Review Board.
- Prepare written and graphic projects; exercise responsibility for a major aspect of architectural projects; exercise responsibility for a major planning and architectural and landscape planning and design such as standards for structure design.

When assigned to Historic Preservation:

- Fulfill the duties of the Historic Preservation Officer [as defined in Sec. 14A-3(1) of the Tempe City Code - Historic Preservation Ordinance]:
 - Serving as secretary to the historic preservation commission, facilitating its efforts and, with other city staff as necessary, providing administrative support;
 - Accepting applications for designations and proposed alterations, new construction, demolition or removal;
 - Acting as intermediary between the commission and other city regulatory functions;
 - Providing technical and background information to the commission and public, as required;
 - Approving proposed alterations, new construction, demolition or removal affecting landmarks, historic properties and properties within historic districts, in the instance of such work being obviously minor in nature and impact, or in cases of imminent public hazard, and reporting such approvals to the commission;
 - Preparing annual written reports of commission activities that are submitted to the state historic preservation officer (SHPO) and made available to the public. The reports shall contain, at a minimum, minutes of meetings, decisions made, special projects and activities, the number and type of cases reviewed, current resumes of commission members and member attendance records; and
 - Maintaining the Tempe historic property register and lists of historic eligible and archeologically sensitive properties.
- Confer and coordinate with federal, state, local and tribal agencies, Community Development and other City of Tempe staff, the general public and other stakeholders in acquiring, maintaining and disseminating information and coordinating activities pertaining to

preservation-related matters.

- Prepare applications for grants and other sources of funding as may become available; administer funded activities, such as the Tempe Historic Preservation Graduate Student Intern Program.
- Integrate preservation with City and departmental goals; provide assistance as needed in other planning, design and administrative efforts of the Community Development Department.

When assigned to Planning & Development Services:

- Exercise responsibility for evaluation of public input and building informed public consensus for specified projects.
- Confer with a variety of agencies and the general public in acquiring information and coordinating development matters: providing information regarding City development processes and procedures to enhance citizen involvement in planning and preservation efforts.
- Facilitate meetings to solicit input from neighbors on planning and historic preservation projects and develop a “form based” system to retain and/or incorporate into new development in historic neighborhoods.
- Coordinate and participate in meetings to involve neighborhoods in the implementation of new development in historic neighborhoods.
- Conduct and supervise studies in the community to gather data for development related neighborhood projects.
- Coordinate the Beautification Awards Program.

When assigned to Redevelopment/Rio Salado:

- Serve as project manager responsible for the management of redevelopment projects, both public and private from initial design to completion of construction.
- Administer redevelopment areas and projects, including providing reports and presentations to the City Council, staff to redevelopment committees, organize and administer public and individual meetings.
- Responsible for the negotiation of complex real estate acquisitions. Review real estate appraisals, title reports, surveys and environmental reports.
- Draft agreements, including purchase and sale agreements, lease agreements, development agreements and intergovernmental agreements.
- Administer the daily operation of the Town Lake and adjacent public park areas in Rio Salado.
- Participate and/or lead the design development, redevelopment and construction of public parks and facilities within Rio Salado.

When assigned to Transportation/Transit:

- Exercise responsibility for major transportation planning projects or studies such as comprehensive transportation plan development, air quality plans, parking and transportation demand management, transportation model development and maintenance.
- Conform city, state and federal policies, rules and regulations pertaining to all modes of

transportation planning.

- Administer and/or participate in the evaluation of existing and potential transit services and make recommendations for service, program and policy changes.
- Coordinate specification development, public input, and other major pre-design elements of transportation capital projects.
- Participate in meetings to address and resolve neighborhood complaints, concerns or inquiries involving the city's transportation plan or activities.
- Administer and/or coordinate the city's transportation model and inputs/outputs related to the regional transportation model.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work is performed in a general office environment with moderate noise;
- Operate a variety of standard office equipment including a computer, telephone, calculator, copy machine;
- Continuous and repetitive arm, hand and eye movement;
- May work in a stationary position for considerable periods of time;
- May lift and carry materials weighing up to 25 pounds;
- May require extensive reading and close vision work;
- May require working extended hours;
- May work alone for extended periods of time;
- May travel to/from meetings and various locations.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective November 1988

Revised April 1999

Revised November 2005

Revised June 2006

Revised October 2006 (update duties)

Revised August 2014 (MQ's; Supervision Received and Exercised)

Revised September 2014 (Historic Preservation Assignment added to Essential Functions & MQ's)

Revised July 2016 (license/certification for Historic Preservation)

Revised May 2018 (update Supervision Received and Exercised)

Revised May 2023 (update min qualifications – work experience)