

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: FEBRUARY 12, 2015

REVISED: APRIL 1, 2015

CLOSING DATE: APRIL 22, 2015

DEPARTMENT: Community Development

POSITION: Temporary Senior Planner

LOCATION: Globe/Payson

JOB CODE: 15-017

19 HOURS PER WEEK/4 TO 5 MONTHS DURATION

HOURLY SALARY: \$21.25-\$23.80 DOE

PURPOSE OF THE JOB

The purpose of this position is to complete the requirements to update our Comprehensive Plan and to work with the Director on other planning and zoning projects as needed to ensure that Gila County provides a safe, healthy and visually attractive place in which people can live, work, and play in. This position manages the operations and administration of the Comprehensive Plan Update Project and other planning and zoning duties and the implementation of countywide revitalization efforts. Knowledge is kept up-to-date with research, interpretation, and application of county codes and ordinances, and other rules and regulations. Duties include plan development, development of procedures, court testimonies, participation in meetings, supervision of operations and ordinance drafting. The role is also responsible for community liaison and improvement efforts.

SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
• Develops work plans; prioritizes and implements work activities concerning the Comprehensive Plan Update Project.	35%
• Develops and establishes office procedures and performance measures; ensures compliance with departmental policies and procedures.	10%
• Assists with the implementation of complex planning and zoning projects. Attends and makes presentations at various meetings.	25%
• Responsible for record keeping of public input and presentation actions; prepares reports for the Board of Supervisors.	10%
• Drafts new ordinances, ordinance modifications, policy statements and Comprehensive Plan.	10%
• Establishes and maintains effective working relationships with citizens, citizen groups, neighborhood leaders, elected officials and other county departments interpreting, analyzing and resolving difficult neighborhood issues.	10%
• Performs other duties as assigned.	

BUDGET RESPONSIBILITIES

This position has no responsibility over any types of budget.

PROJECT RESPONSIBILITIES

This position provides project resource allocation based on pre-approved resources on quality assurance, technology, organizational planning and organizational development projects.

ORAL COMMUNICATION DUTIES

This position explains County procedures or processes, conducts and participates in meetings, responds to public inquiries. This position infrequently negotiates or persuades and speaks with the media.

WRITTEN COMMUNICATION DUTIES

This position creates or edits documents, formal letters, emails, reports, and press releases. This position also writes and edits Board of Supervisor presentations.

INTERACTIONS WITH THE GENERAL PUBLIC

Interacts regularly with the general public, external contacts such as vendors, bankers, attorneys or other professionals, and other Institutions, over the telephone, by email, and/or in person.

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INTERACTIONS SPECIFICALLY WITH CUSTOMERS

Consistently (More than 40% but less than 55% in a year)

MINIMUM EDUCATION REQUIRED

Bachelor's Degree in Planning, Social Science or a related field.

MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED

Five (5) years' experience in Planning with Local Government; or equivalent combination of education, training and experience.

PROFESSIONAL CREDENTIALS REQUIRED

American Institute of Certified Planners Certification (AICP)

KNOWLEDGE REQUIRED

Economics, administration and management, commercial art and graphic design, customer and personal service, federal, state, local laws, regulations, and statutes.

SKILLS REQUIRED

Analytical writing, public speaking, problem solving, evaluating systems, creative writing, developing alternative solutions, persuading and influencing.

ABILITIES REQUIRED

Consider options, risks and benefits, express one self clearly, generate fluent new and useful ideas, make sense of multiple data, read and write at a professional level.

PHYSICAL DEMANDS

- Occasionally stands to present, train, deliver presentations or speeches.
- Routinely sits to complete reports and operate computers.
- Routinely requires dexterity for keyboard, mouse and calculator operations.
- Occasionally walks to, from and between work sites.

WORK ENVIRONMENT

Work is performed in an office environment and occasionally in outdoors and construction areas.

SAFETY RISK EXPOSURE

On rare occasions, incumbents in this position may become exposed to occasional telephone verbal abuse by customers or citizens and occasional in-person verbal abuse by customers or citizens.

PROTECTIVE GEAR & SAFETY MANUALS

Incumbents in this position are required to constantly follow written safety procedures and manuals relevant to the division or department.

CONSEQUENCES OF ERROR

Potential errors can result in unfavorable public perceptions and legal ramifications.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.