



City of
Casa Grande

CITY OF CASA GRANDE
invites applications for the
position of:

Assistant Planner

SALARY: \$22.00 Hourly
\$1,760.00 Biweekly
\$3,813.33 Monthly
\$45,760.00 Annually

OPENING DATE: 02/07/22

CLOSING DATE: Continuous

DESCRIPTION:

GENERAL PURPOSE: Under general supervision, performs responsible and varied professional and technical work in reviewing administrative permits and land development applications for compliance with the zoning and land development codes. Assist planners with processing of land development projects. Provides public information and answers questions regarding zoning and development code requirements.

Please note, this position is a temporary position until June 30, 2022, and will not include any City paid benefits. This position may become permanent in the next fiscal year.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Provides technical and professional planning review of building permits, administrative permits and site plans for conformance with relevant city land development codes, standards and policies.
- Researches, obtains and/or verifies information needed to process permit requests, which may include zoning and land development codes, PAD approvals, development agreements and County Assessor property information.
- Recommends actions or modifications needed to correct defects or inadequacies in order to achieve permit approval.
- Interacts with other City staff (planners, engineers, building official, building inspectors, building plans examiner, fire inspector) and private sector contractors, architects, realtors and building owners to resolve issues associated with compliance with zoning and land development codes, standards, regulations and policies.
- Provides information and advises building owners, architects, engineers, contractors, and the general public regarding the requirements of the City's land development codes, ordinances, standards and policies.
- Answers general questions regarding planning information, zoning ordinance requirements, design review, land development regulations, rezoning and variance requests, and the public/civil hearing process.
- Assist planners with processing of land development applications.
- Assists in compiling data, preparing visual exhibits and presentations for meetings and public hearings.

- May make presentations or assist with presentations to the Planning & Zoning Commission, Board of Adjustment and Historic Preservation Commission.
- Performs research and assists with special projects.
- Prepares and maintains databases, reference manuals, files, records and correspondence.
- Performs other duties as assigned or required.

MINIMUM REQUIREMENTS:

Education Requirements:

Bachelor's degree in Planning or a closely related field. Must possess the required knowledge, skills and abilities to perform the essential functions of the job.

SUPPLEMENTAL INFORMATION:

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.casagrandeaz.gov>

510 E. Florence Blvd.
Casa Grande, AZ 85122
520-421-8607
520-421-8600

ashley_dimuzio@casagrandeaz.gov

Position #22-011
ASSISTANT PLANNER
AD