

CITY OF TEMPE

Temporary Employment Opportunity



Community Development Department Planning Division | 31 E. 5th Street, Tempe AZ 85281 | 480-858-2391 | www.tempe.gov/jobs

PLANNING TECHNICIAN

Opening Date: December 9, 2024
Closing Date: December 23, 2024 Position to be filled after January 3 , 2025
Hourly Wage: \$15.00 per hour
Work Schedule: Part Time, Monday through Friday limited to 20 hours weekly

This is a Temporary Non-Benefitted position

Experience & Training:

- Some work experience preferably in an architecture, planning, public or business administration, or computer/physical sciences environment.
- Must have High School Diploma or GED Equivalent
- Competencies in using computer Microsoft Office Suite and Adobe.
- Ability to use online calendar and email programs to manage time and communicate effectively.

Essential Job Functions:

- **CUSTOMER SERVICE:** Provide front counter and phone support for customer service requests regarding zoning code information. Confer with and advise architects, builders, attorneys, contractors, engineers, and the general public regarding City development policies and standards. Answer questions and provide information to the public regarding zoning, land use and the general plan; investigate complaints and recommend corrective action as necessary to resolve complaints.
- **ZONING VERIFICATION & PUBLIC RECORD REQUEST RESEARCH AND FULFILLMENT:** Receive and review zoning verification requests, do research and assemble documents into pdf within organized file format for issuance.
- **APPLICATION INTAKE, MANAGEMENT AND COMPLETENESS REVIEW:** Download and create electronic files for initiation of cases, review applications for completeness and upload completeness check to portal when incomplete submittals are made. Be able to communicate by phone and email to communicate with applicants when questions about applications arise.
- **SPECIAL PROJECT RESEARCH:** Research, analyze and interpret social, environmental, economic, population and land use data and trends; prepare written reports on various planning matters and elements of the general plan. Research, verify, update and draft ordinances for review; collect, record and summarize statistical and demographic information.
- **PLANNER ASSISTANCE FOR REPORTS & PRESENTATIONS:** Compile information to support Planners in

recommendations report preparation on special studies pertaining to land use, capital projects and community development such as development of industrial sites, streetscapes/paths and park and recreation areas. Research and assist Planners in report preparation including making maps and exhibits as needed to support recommendations presented at Boards and Commissions.

- Compile information and assist in the preparation of site plans for private or public development and civic buildings; review commercial, industrial, and residential development plans for code compliance; process permit applications.
- Understand and adhere to city, state, federal policies, rules, and regulations.
- CREATE MAPS: Prepare special project maps for presentations utilizing a variety of sources for information.
- Collaborate with Geographic Information Systems (GIS) staff regarding City of Tempe maps and GIS databases associated with them.
- ASSIST WITH SIGN POSTING: Prepare and post sites for hearing signs.
- ASSIST WITH INTERNSHIP PROGRAM: Assist with the mentorship and training within the Community Development – Planning Division Internship Program.

Applicant Requirements:

Requires successful completion of selection process, completion of background investigation and verification of identity/work authorization.

How to Apply:

Interested applicants should send a cover letter, resume, and application to Diana Kaminski, Principal Planner by email at Diana_Kaminski@tempe.gov.

Please type “Job Title” in the email subject line.

If submitting a hard copy, deliver to:

City of Tempe, Community Development Department Planning Division, 31 East 5th Street Tempe, Arizona 85281

For questions, please contact:

Diana Kaminski / Principal Planner

Telephone 480-858-2391 and/or email address Diana_Kaminski@tempe.gov

Equal Employment Opportunity:

The City of Tempe is an Equal Opportunity / Reasonable Accommodation employer. The city does not discriminate based on race, color, gender identity, sexual orientation, religion, national origin, familial status, age, disability, and United States military veteran status. Pursuant to the Americans with Disabilities Act, the city will make a reasonable accommodation(s) during the recruitment & selection process. Persons with a disability may request reasonable accommodation by contacting Human Resources at 480-350-8276. Requests should be made as early as possible to allow time to arrange the accommodation.