

Greenlee County is currently accepting applications for a Planner in the County Engineer's Office. Salary \$17.43 - \$24.62 hourly, DOE. Non-exempt position. Minimum requirements: 1) AA degree or equivalent training/experience; 2) knowledge of planning as relates to zoning, map reading, legal descriptions; 3) skill in conducting research, evaluating site plans, office management; 4) customer service/communication skills; 5) current employment application on file at the Greenlee County Board of Supervisors office, 253 5th Street, PO Box 908, Clifton, AZ 85533 or www.co.greenlee.az.us. Deadline for filing: Open until filled. It is the responsibility of the applicant to ensure their application is current.

GREENLEE COUNTY

CLASS CODE: NON-EXEMPT

PLANNER

NATURE OF WORK

Under the supervision of the County Engineer (Planning Director and Floodplain Administrator), performs planning duties associated with county planning and zoning, floodplain administration, contract administration and other related duties including clerical work.

TYPICAL DUTIES

Assists the County Engineer in the day-to-day operation of the office including: assisting citizens and developers, answering questions regarding zoning and floodplains (with associated restrictions), reviewing and making recommendations on submitted development review plans, zoning district changes, variances, and construction site plans, conducting field investigations, researching background (historical data) for new construction and modifications, and preparing permits (which includes Zoning Use, Building, and Development.)

The Planner performs professional and technical planning assignments including: participating in gathering data relating to land use data for code revision purposes, compiling, checking, reviewing information, as well as developing reports (including agendas and minutes) for use by the Planning and Zoning Commission and the Board of Supervisors. The Planner will conduct field checks for zoning permits and violations then follow through with notifications to owners/renters.

QUALIFICATIONS

Education, Training, and Experience: Any combination of education, training, and experience equivalent to an Associates of Arts degree from an accredited college or university.

Desirable Knowledge, Abilities, and Skills: BS or BA preferred in Planning. Knowledge of the practices, principles, and procedures of planning as it relates to zoning and current planning, knowledge of zoning and other building codes, map reading, understanding legal descriptions and knowledge of National Flood Insurance Program. Skill in conducting research, evaluating site plans, office management. Ability to establish and maintain effective working relationships with co-workers, other agencies, and the general public. Ability to communicate well orally and in writing. Considerable skill in operation of computer programs including Adobe, Microsoft, Corel, and ERSI software.

SPECIAL QUALIFICATIONS

Valid Arizona driver's license.