



TOWN OF CAVE CREEK

JOB ANNOUNCEMENT

POSITION DESCRIPTION

POSITION: Planner Trainee

OPENS: July, 2019

SALARY: \$42,848

CLOSES: OPEN UNTIL FILLED

INCUMBENT: No

FLSA: Non-Exempt

DEPARTMENT: Planning

SERVICE CATEGORY: Classified

REPORTS TO: Director of Planning

APPROVED: July 15, 2019

POSITION PURPOSE

Learns about and provides support to the planning department in all aspects relative to general site development, zoning and subdivision regulations, trails and park development.

ESSENTIAL FUNCTIONS AND ABILITIES

1. Learns about and demonstrates ability to assist in reviews of site plans for conformance to the Town's Development Regulations, specifically addressing the following issues: siting, size, drainage, vegetation, grading, retaining walls, lot coverage and total land disturbance.
2. Learns about and demonstrates ability to assist in reviews of all proposed subdivision development plans for building envelope configuration and non-motorized trail connections to existing trails.
3. Learns about and demonstrates ability to assist in completion of field inspections for various projects to ensure "as-built" conformance to approved plans.
4. Learns about and demonstrates ability to assist in coordination with the Public Works Department and various volunteer organizations to effectively install and maintain various public trails throughout the Town and region.
5. Learns about and demonstrates ability to assist in initiating acquisition of deeds of gift for non-motorized trail easements.
6. Learns about and demonstrates the ability to read, comprehend and interpret detailed planning documents and communicate effectively, to members of the public, both verbally and in writing. Must exercise good judgment and human relations skills in working with other employees and the public.
7. Presents knowledge and ability to produce maps and otherwise utilize Geographic Information Systems (ArcGIS).
8. The principal accountabilities of this position are:
 - Initiative shown in solving planning, zoning and development issues that will enhance planning services to the community
 - Assuring all contacts with the public are conducted in a professional and courteous manner

To apply go to <http://www.cavecreek.org/DocumentCenter/Home/View/2444>
Or <http://www.cavecreek.org/FormCenter/Human-Resources-5/Job-Application-36>

EXAMPLES OF THE WORK PERFORMED:

This position will be exposed to all facets of municipal planning operations and processes including, but not limited to: Site Plan Reviews, Site Inspections, Addressing, Lot-Line Adjustments, Plat Review, Zone Change Requests, Zoning & Subdivision Ordinance Enforcement, General Plan Administration, Presentations to the General Public and Town Officials, Preparation of Staff Reports, GIS Mapping and interactions with all departments within a municipal office. A successful candidate will have the ability to learn administrative processes quickly, adapt processes to be more efficient and complete varied tasks in a timely and effective manner. They may perform other duties as assigned.

SUPERVISION - RESPONSIBILITY FOR THE WORK OF OTHERS

Direct Supervision: None

Indirect Supervision: May be exercised over other organizational employees on a project basis as assigned by the Director.

MINIMUM EDUCATION, TRAINING OR EXPERIENCE

Graduation from an accredited college or university with an undergraduate degree in urban planning or regional planning and/or two (2) years of planning experience at the local level leading to a strong working knowledge of planning and zoning practices and procedures, is preferred. Must have a working knowledge of the application and use of personal computers for word processing and planning purposes. Any combination of education and experience which will allow the applicant to perform the essential functions of the position may be substituted for the above requirements. A valid class D Driver's License is required.

PHYSICAL DEMANDS OF ESSENTIAL FUNCTIONS

Work Type: Primarily sedentary with some light lifting of weights up to 20 pounds.

Walking: Periods of walking over uneven surfaces is to be expected.

Standing/Sitting: Approximately 60-75% of the work will be accomplished in a sitting position.

Stooping/Bending/Reaching: Frequently required.

Vision: Adequate to perform the essential functions for the position.

Hearing/Speech: Must be able to perceive and understand vocal communication and convey information verbally via the telephone and in person.

Eye/Hand/Foot Coordination: Sufficient to operate a motor vehicle and some office equipment.

Manual Dexterity: Low to moderate.

WORK ENVIRONMENT

Primarily indoors with controlled temperatures but also periodic, long term, exposure to year around external conditions. No known health hazards due to odors, fumes, dust or infectious diseases. Normal noise may be experienced from office machines and equipment.

USE OF MACHINES, TOOLS AND EQUIPMENT

May operate a motor vehicle, personal computer, calculator and similar office equipment on a routine basis.

REMARKS

The above position description is intended to describe the duties of an employee in general terms and does not necessarily cover all the duties or potential assignments of the employee although all work will be consistent with the essential job functions.

To apply: Complete an online application by the due date, OR complete a printed paper application and deliver it 37622 N. Cave Creek Road, Cave Creek, AZ 85331 by the due date. Resumes without a completed application will not be considered.

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