



City of Tempe

CRIME PREVENTION PLANNING COORDINATOR

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	617	<i>Department</i>	Community Development
<i>Supervision Level:</i>	Non-Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Sr. Planner
<i>Safety Sensitive / Drug Screen</i>	No	<i>Physical:</i>	No

Click [here](#) for more job classification information including current salary range.

REPORTING RELATIONSHIPS

Receives direction from the Code Compliance Manager or from other supervisory or management staff.

Exercises direct supervision over professional, technical and clerical planning and administrative staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Four (4) years of experience in municipal planning, project management or code administration. Experience may include professional architectural and landscape planning and design or code enforcement experience. Two (2) years of administrative and supervisory responsibility is preferred.
<i>Education:</i>	Equivalent to a bachelor’s degree from an accredited college or university with major course work in architecture, urban planning, public or business administration or degree related to the core functions of this position.
<i>License / Certification:</i>	Possession of a valid driver’s license.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City’s stated mission and values. To perform a variety of advanced level professional planning work in the areas of planning and zoning, including design review, architectural planning and design, field operations, and landscaping. Actively provide crime prevention assistance through environmental design to Code Compliance and other city department management and staff. This position is distinguished from the Senior Planner position by its greater levels of responsibilities/duties as well as the independent judgement required.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Review building, site and landscape modifications and construction plans; report technical recommendations regarding architectural and landscape plans to City Boards and Commissions.
- Interpret and apply codes, laws and regulations to ensure that development, applications, City projects and municipal code amendments are in compliance. Review site plans, architectural drawings and landscape plans for quality and conformance to City policies, codes and ordinances.
- Prepare written and graphic representations for major planning and architectural projects; implement policies established by the general plan, transportation plan, zoning ordinance, or other land use and development ordinances.
- Confer with engineers, developers, architects, a variety of agencies and the general public in acquiring information and coordinating planning and zoning, architectural, landscape planning and design or transportation matters; answer their questions, investigate complaints and recommend corrective action as necessary.
- Participates in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Integrate preservation with City and departmental goals; provide assistance as needed in other planning, design and administrative efforts of the Community Development Department.
- Coordinates Code Compliance activities with other officers, departments, or agencies and individuals; provides training, assistance and support for the Community Development Department, Police Department and other City personnel on crime prevention.
- Conducts home and business safety and security checks and offers guidance and suggestions to the public regarding life and property protection.
- Conducts security audits for public safety buildings; communicates weaknesses to City management.
- Represents the department on interdepartmental/interagency task forces.
- Provide technical assistance and coordinate crime prevention activities with Tempe Police and other departments or outside agencies to promote public safety and crime deterrence.
- Establishes and maintains effective working relationships with citizens, citizen groups, neighborhood leaders, elected officials and other City departments; conducts educational awareness meetings with homeowner associations, neighborhood groups, or other community organizations.
- Conduct field inspections to ensure compliance with City policies, codes and ordinances; discusses violations and recommend solutions to property owners, business owners, property managers, or other parties;
- Participates in planning, developing, organizing, evaluating, and supervising the activities of staff to ensure work is performed in an efficient and effective manner.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.

COMPETENCIES		
CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY
<i>Effective February 2023</i>