

# Job Description



## Planner

**Department: Economic & Community Development Salary Grade:M16**

**Reports To: Director of Development**

**FLSA: Exempt**

### Purpose:

Under the general supervision of the Director of Economic & Community Development, the Planner manages planning & development projects, which includes research, analysis, preparing plans, reports, studies and presentation of data. This position performs technical planning duties requiring detailed examination, excellent writing, organizational and presentation skills.

### Essential Job Functions and Responsibilities:

Essential duties and functions may include the following. Must possess required knowledge skills, abilities and experience and to be able to explain and demonstrate, with or without reasonable accommodations that the essential functions of the job can be performed. Other related duties may be assigned.

1. Compiles and analyzes data on economic, social, and physical factors affecting land use, and prepares graphic and narrative reports on data.
2. Maintains departmental data and records related to demographic changes, building and development activity, and annual reports and studies.
3. Develop municipal planning documents and plans, including amendments to the comprehensive plans and development ordinances.
4. Prepares and presents oral and written technical reports to City Council, Boards, and general public.
5. Meets with local authorities, land planning, and development consultants to devise and recommend arrangements of land use for residential, commercial, industrial, and community uses and strategizes to promote economic development and community development.
6. Performs advanced professional work related to a variety of planning assignments.
7. Processes zoning change applications, plat applications; prepares public notices and conducts property ownership research; assists customers with related planning and development questions.

### Knowledge, Skills and Abilities:

- Ability to read, analyze, and interpret technical procedures, or governmental regulations, including but not limited to Texas Local Government Code, and ICC building regulations.
- Ability to read and understand engineering and architectural drawings and utilize appropriate scales.
- Ability to read, review, and analyze legal descriptions, site plans, and other related planning documents.
- Knowledge of zoning laws and comprehensive plans including their formation, process of adoption, and implementation.
- Must be familiar with annexation procedures and pre-annexation agreements.
- Ability to deal effectively, professionally, and ethically with the public and government officials.
- Skill in interpreting City codes and ordinances and providing comparative analysis.
- Knowledge of ArcMAP, and GIS software applications.

### Minimum Qualifications:

- Bachelor's degree in urban planning, urban development, or closely related field is required.
- Three years increasingly responsible professional planning experience in municipal government.
- **Or**, Any combination of related education, experience, certifications and licenses that will result in a candidate successfully performing the essential functions of the job

### Licenses and Certifications:

- Class C driver's license
- American Institute of Certified Planner certification or ability to achieve within one year upon obtaining required qualifying experience.

*The above statements describe the general nature and level of work being performed as of the date of preparation and approval. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the position. Employees holding this position will be required to perform any other job-related duties as requested by management. The job description does not constitute an employment agreement between the employer and employee, and all requirements are subject to possible modification to reasonably accommodate individuals with disabilities.*

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### Work Environment/Physical Requirements:

The work environment and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Tasks are regularly performed without exposure to adverse environmental conditions. May be subject to repetitive motion such as typing, data entry and vision to monitor.

### Preferences:

- Advanced knowledge of the GIS system.
- American Institute of Certified Planners (AICP) certification

This job description is not an employment agreement, contract agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

I have read and understand this job description. By signing below, I further understand and agree that this job description applies to my current position and that I am responsible for meeting the requirements outlined in this job description.

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Printed Name

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Signature

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Date

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