

JOB NO. 110

Senior Planner Job Description- City of Heath

Job No. 110

EEOC Category: Officials and Administrators

FLSA: Exempt

Pay Group: 25

OBJECTIVE

The Senior Planner will assist with the planning efforts for the Development Services Department and to provide excellent customer service to a wide range of customers including residents, developers, architects, engineers, and other City staff and performs professional review of zoning and development application and technical city planning work and provide administrative, academic, technical, and logistical support for the City and specifically the Community Development Department in current and long range planning; interprets and enforces City codes and ordinances.

ORGANIZATIONAL RELATIONSHIPS

1. *Reports to:* Director of Community and Economic Development
2. *Manages:* This is a non-supervisory position
3. *Other:* Has contact with city department directors, City Council, policy or advisory boards or committees appointed by the council, business development and real estate professionals and the general public; may also have contact with statewide organizations and associations, with representatives of governmental agencies at the state and federal levels, and with the news media; and has occasional contact with most city employees.

EXAMPLES OF WORK

Essential Duties*

Provide excellent customer service.

Administer and enforce zoning, subdivision and planning regulations and ordinances.

Meet with developers, architects, engineers, realtors and citizens before, during and after the development review process to ensure compliance with all applicable ordinances and policies.

Coordinate with City departments and divisions to complete technical review, analysis and approval of private and public development applications.

Analyze technical applications and prepare professional reports regarding zoning, platting and development applications for presentation to the Planning & Zoning Commission and City Council.

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JOB NO. 110

Coordinates and prepares informational materials and placement of development plans and zoning exhibits on an agenda for the Planning & Zoning Commission and City Council, attends night meetings.

Reviews, coordinates and releases pending projects with departments related to results of Board of Adjustment, Planning & Zoning Commission and City Council meetings, and coordinate preparation of development agreements.

Maintain compliance with all local, state or Federal requirements for planning and zoning codes, ordinance amendments, and other applicable projects.

Conducts public hearings and receives statements and recommendations related to proposed changes and implementation of various ordinances.

Create and maintain development activity reports.

Reviews and releases development or zoning plan requests to Engineering and Building Inspections.

Assist in maintaining and updating information on the department's web site.

Develop and maintain database for information related to ordinances and codes. Responsible for the coordination of maintenance of corresponding maps and text.

Work with Homeowner's Associations (HOA's) and citizen groups to ensure compliance with applicable development regulations.

Travels to conduct inspections and to attend meetings, conferences and training.

Attend evening meetings of the City Council, Planning & Zoning Commission and other boards and committees as needed.

Regular and consistent attendance for the assigned work hours is essential.

Perform such other duties as may be specified by the Director of Community Development and City Manager, or the laws of the State of Texas.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- **Administration and Management:** principles and processes involved in business and organizational planning, coordination, and execution. This includes strategic planning, resource allocation, manpower modeling, and leadership techniques.
- **Budget Management:** developing plans and budgets, and monitoring them against actual activity.
- **Municipal Operations:** current social, political, organizational, and economic trends affecting municipal government.
- **Economic Development:** laws, guidelines and policies related to economic development.
- **Open Records Act:** laws and guidelines related to fulfillment of requests for information.

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JOB NO. 110

- **Planning forecasting and projections:** Managing time wisely during and after the development review process to ensure compliance with all applicable ordinances and policies.
- **Law and Government:** laws, legal (*or penal*) codes, court procedures, precedents, government regulations, and the democratic political process.
- **Office Software:** current word processing, presentation, spreadsheet, and database programs used by the City.
- **Group Facilitation:** strategies to manage the dynamics of groups.
- **English Language:** the structure and content of the English language, including the meaning of words and grammar.
- **Customer Service Management:** principles and processes for providing customer and personal services including needs assessment techniques, quality service standards, alternative delivery systems, and customer satisfaction evaluation techniques.
- **Bureaucratic Systems:** politics, power, and dynamics of the intergovernmental system.

Skill/Ability:

- **Public Speaking:** effective oral communication with an audience.
- **Complex Problem Solving:** identifying problems and reviewing related information to develop and evaluate options and implement solutions.
- **Cooperation:** establishing and maintaining positive working relationships with those contacted in the course of work.
- **Management of Personnel Resources:** motivating, developing, and directing people as they work, and identifying the best people for the job.
- **Maintain Current Knowledge:** reading, analyzing, and interpreting professional journals, technical procedures, or governmental regulations.
- **Social Perceptiveness:** being aware of others' reactions and understanding why they react the way they do.
- **Solution Appraisal:** observing and evaluating the outcomes of a problem solution to identify lessons.
- **Negotiation:** bringing others together to reconcile differences.
- **Judgment and Decision-making:** weighing the relative costs and benefits of a potential action.
- **Time Management:** managing time wisely to complete assignments on time.

Physical Abilities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee constantly is required to listen, see, sit, and/or walk. The employee frequently is required to drive a vehicle. The employee occasionally is required to balance, carry, kneel, reach, run, smell, and/or stand. Rarely, the employee is required to climb, grasp, handle, feel, and lift up to 10 pounds, pull, push, and/or stoop.

ACCEPTABLE EXPERIENCE AND TRAINING

Required:

A minimum of a Bachelor's Degree in Urban Planning, Landscape Architecture, Public Administration or related field and three (3) years of planning, zoning, and development experience; or equivalent combination of education and experience.

Preferred: Experience in a municipal government planning department

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JOB NO. 110

Or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Must pass pre-employment drug screening and back ground check.

CERTIFICATES AND LICENSES REQUIRED

Must possess a valid Texas Class C driver's license.

AICP is preferred.

WORKING ENVIRONMENT

The person performing the duties of the Senior Planner is not anticipated to encounter any adverse working conditions.

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

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