



DATE	August 2023
JOB CODE	
FLSA	NON-EXEMPT
EEO	

JOB TITLE: Planner

DEPARTMENT/DIVISION: Development Services/Planning Division

REPORTS TO: Planning Manager

SUMMARY: Responsible for performing professional work in the field of planning. Assignments are routine in nature and include processing Planning applications, researching ordinances and properties, maintaining GIS layers, preparing property owner notifications, preparing presentations, and updating development numbers for the division. Work requires limited supervision and the use of independent judgment and discretion.

ESSENTIAL JOB FUNCTIONS:

- Provides support to the public and internal departments on zoning and subdivision regulations and processes.
- Prepares reports and documents, coordinates the processing of Planning applications through applicable committees, commissions, and/or the City Council, which includes preparing map exhibits for case reports and PowerPoint presentations.
- Manages Planning cases and presents proposals to Planning and Zoning Commission.
- Prepares property owner notification letters for public hearings; and/or, performs other related activities.
- Prepares zoning verification letters and processes TABC permits.
- Maintains official City records related to ordinances, case files, map documents, GIS data, Census and demographics, and/or other related information.
- Performs other duties as assigned.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- None.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of urban planning principles and practices;
- Knowledge of ArcMAP software applications;
- Skilled in providing customer service;
- Skilled in preparing reports and maintaining records and files;
- Skilled at meeting deadlines;
- Skilled in preparing maps utilizing GIS.;
- Skilled in coordinating the processing of cases;
- Skilled in applying independent judgment, personal discretion, and resourcefulness to interpret and apply guidelines;
- Skilled in interpreting and applying applicable laws, ordinances, statutes, and rules;
- Skilled in operating a computer and related software applications.

- Ability to be resilient and adapt in a fast-paced and positive work environment.
- Skilled in time management, completing tasks in a timely manner.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Urban Planning, Urban Design, or a related field.
- One year of related planning experience.
- Must possess a valid Texas Driver's License.

PREFERENCES:

- None.

WORKING CONDITIONS:

- Frequent sitting, standing, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 50 pounds.
- Work is typically performed in a standard office environment.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.