



<b>DATE</b>	August 2023
<b>JOB CODE</b>	
<b>FLSA</b>	EXEMPT
<b>EEO</b>	

JOB TITLE: Senior Planner  
 DEPARTMENT/DIVISION: Development Services/Planning Division  
 REPORTS TO: Planning Manager

**SUMMARY:** Responsible for performing fully proficient, professional duties related to guiding perspective developments through the land development reviews and approval process. Duties include: processing zoning and special use permits; researching and drafting ordinances; and, facilitating pre-application meetings. Work requires limited supervision and the use of independent judgment and discretion.

**ESSENTIAL JOB FUNCTIONS:**

- Serves as a case manager for zoning, special use permits, and text amendments to various ordinances.
- Research information for special projects or updates to city regulations, primarily the Comprehensive Plan, Subdivision, and Zoning Ordinances.
- Composes ordinances for Council review and approval.
- Research, coordinates, and processes boundary adjustments and annexations.
- Facilitates meetings between staff and developers.
- Prepares Planning and Zoning Commission meeting agendas. Presents case reports and staff recommendations to the Planning and Zoning Commission and occasionally City Council.
- Serves as the primary staff liaison at pre-application meetings.
- Negotiates and advises developers on zoning and subdivision design standards.
- Assists Planning Manager ensuring completion of daily tasks of the division.
- Creates graphics and maps for a variety of planning purposes.
- Performs other duties as assigned.

**SUPERVISORY/BUDGET RESPONSIBILITIES:**

- None.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to read, review, and analyze legal descriptions, site plans, and other related planning documents.
- Ability to be resilient and adapt in a fast-paced and positive work environment;
- Knowledge of urban planning principles and practices;
- Knowledge of ArcMAP, GIS, and AutoCAD software applications;
- Knowledge of applicable laws, codes, ordinances, and design standards;

- Skilled in providing customer service;
- Skilled in maintaining records and files;
- Skilled in interpreting, comprehending, and communicating laws, codes, ordinances, and design standards;
- Skilled in preparing reports;
- Skilled in facilitating negotiations;
- Skilled in preparing maps;
- Skilled in coordinating the processing of cases;
- Skilled in applying independent judgment, personal discretion, and resourcefulness to interpret and apply guidelines;
- Skilled in facilitating meetings;
- Skilled in researching and drafting ordinances;
- Skilled in managing zoning and special use case files;
- Skilled in operating a computer and related software applications;
- Skilled in time management, completing tasks in a timely manner.

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in Urban Planning, Urban Design, or a related field.
- Two years of planning experience including site planning and zoning administration.
- Must possess a valid Texas Driver's License.

**PREFERENCES:**

- None.

**WORKING CONDITIONS:**

- Frequent reaching, sitting, standing, walking, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 25 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.