



HUMAN RESOURCES DEPARTMENT

## POSITION DESCRIPTION

<b>TITLE:</b>	<b>Senior Planner</b>	<b>LAST UPDATED:</b>	02/10/2015
<b>DEPARTMENT:</b>	Development Services	<b>JOB CLASS:</b>	
<b>REPORTS TO:</b>	Planning Manager	<b>FLSA DESIGNATION:</b>	Exempt

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**Summary:** Under general supervision of the Planning Manager, the Senior Planner administers the Comprehensive Plan and Zoning and Subdivision Regulation Ordinances, prepares documents, reports and studies related to future land use, development standards, demographics, population, transportation, environment and grants. Coordinates the administration and development plans with surrounding municipalities, regional planning organizations, State and Federal planning agencies.

*The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.*

### Essential Job Functions

- Prepares reports, studies, and policy statements related to research, surveys, and development standards for the Zoning and Subdivision Regulations Ordinances.
- Establishes databases to aid in the coordination, collection and analysis of data related to Federal, State, Regional and City zoning ordinances and codes.
- Coordinates and prepares informational materials, impact assessment fees, and placement of development plans and zoning exhibits on an agenda for boards, committees and commissions.
- Reviews and releases development or zoning plan requests to Engineering Services and Building Inspections.
- Administers and enforces zoning and planning regulations and ordinances.
- Reviews, coordinates and releases pending projects with City departments related to results of Board of Adjustment, Planning & Zoning Commission and City Council meetings, and coordinate preparation of development agreements.
- Authors and revises development standards, presents new and revised standards to the boards, commissions, and City Council to pass and implement new or revised standards to protect the environment, conserve and preserve natural resources and meet new regulations and standards implemented at the regional, State and Federal level.
- Recommends policy and procedural changes based on research and forecasts of land use studies, population growth, demographics and transportation issues and studies.
- Networks, negotiates and advocates for public policy changes with legislators, environmental agencies, natural resource conservation groups, developers on the protection and development of wetlands.
- Reviews and recommends report changes to staff reports before forwarding to the Planning Manager.
- Posts publications of Public Hearing Notices.
- Conducts public hearings and receives statements and recommendations related to proposed changes and implementation of various ordinances.

### Other Important Duties

- Travels to conduct inspections and to attend meetings, conferences and training.
- Performs other related duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential.

### Required Knowledge and Skills

- Knowledge of Federal, State, regional and City environmental, conservation, zoning and urban planning regulations, ordinances and codes.
- Knowledge or research, analysis, interpretation, implementation, development and enforcement of complex legal, development, planning and zoning proposals.
- Knowledge of long and short term planning forecasting, developing, amending, implementing and enforcing.
- Knowledge of computers and related equipment and hardware and software for database development.
- Knowledge of City policies and procedures.
- Skill in effective oral and written communications.
- Skill in planning, recommending, developing and implementing public policies and procedures related to urban planning and zoning.
- Skill in reviewing work of assigned staff.
- Skill in mediating, negotiating, advocating for and resolving political, environmental, enforcement agencies and customer complaints and concerns.

**Preferred Education, Experience, and Certifications**

- A minimum of a Bachelor’s Degree in Urban Planning, Public Administration or related field and six (6) years of urban planning and zoning project development and zoning enforcement or a Master’s Degree in a related field and three (3) years urban planning and zoning project development and enforcement; **or** equivalent combination of education and experience.
- Possession of an American Institute of Certified Planners (AICP) Certification is preferred.
- Experience in the field of Urban Design is preferred.
- Must pass a pre-employment drug screen, MVR check and criminal background check.
- Must possess State of Texas Driver’s License.

**Environmental Factors and Conditions/Physical Requirements**

- Work is performed in an office and occasionally a field environment.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to exposure to heavy equipment common to construction sites.
- May be subject to extended periods of standing, walking over rough unstable terrain and lifting when conducting site inspections, reviewing subdivision and development plans, or presenting information at public meetings.
- Must be able to lift up to 50 pounds.

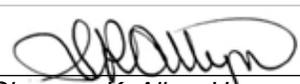
**Equipment and Tools Utilized**

- Equipment utilized includes personal computer, copier, calculator, fax machine, ruler, engineering scale and department vehicle.

*Approved By:*

Signed by Amy Mathews, Planning Manager  
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 Amy Mathews, Planning Manager

02/10/2015  
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 Date

  
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 Shannon K. Allyn, Human Resources Generalist

02/10/2015  
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 Date