



<b>DATE</b>	January 2013
<b>JOB CODE</b>	
<b>FLSA</b>	EXEMPT
<b>EEO</b>	

JOB TITLE: Chief Planner  
 DEPARTMENT/DIVISION: Urban Development  
 REPORTS TO: Planning & Development Manager

**SUMMARY:** Responsible for performing complex professional planning work related to long-range planning and conducting special studies. Consults with others regarding long-term and short-term development patterns; provides staff support to the Historic Preservation Advisory committees and other committees. Work is performed with general direction, working from broad goals and policies.

**ESSENTIAL JOB FUNCTIONS:**

- Conducts special studies and prepares special cases related to long-term implementation of transit-oriented development, redevelopment, and infill development projects.
- Maintains departmental data and records related to demographic changes, building and development activity, and annual reports and studies.
- Consults with applicable individuals regarding long-term and short-term development patterns and applicable City requirements.
- Provides expert-level technical advice and guidance to contractors on a regular and on-going basis. Monitors compliance with contract terms and evaluates the performance of contractors.
- Participates in defining contract terms and agreements, ensuring work provided by contractors is performed in a satisfactory manner. Authorizes related payments to contractors following established guidelines.
- Provides primary staff support to the Historic Preservation Advisory Committee and other committees and Boards as assigned.
- Assists potential developers and citizens with inquiries related to development within the City.
- Performs other duties as assigned.

**SUPERVISORY/BUDGET RESPONSIBILITIES:**

- Serves as a Lead to lower level positions within the department.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of urban planning principles and practices;
- Knowledge of ArcMAP, GIS, and AutoCAD software applications;
- Knowledge of contract management principles;
- 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 conducting special studies and preparing special cases related to long-term implementation of transit-oriented development, redevelopment, and infill development;
- Skilled in preparing presentations and speaking in public;
- Skilled in providing staff support to assigned committees and Boards;
- Skilled in facilitating negotiations;
- Skilled in applying independent judgment, personal discretion, and resourcefulness to interpret and apply guidelines;
- Skilled in facilitating meetings;
- Skilled in maintaining historical data and information;
- Skilled in researching and drafting ordinances;
- Skilled in operating a computer and related software applications.

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in Urban Planning, Urban Design, or a related field.
- Three years of progressively responsible, comprehensive 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.