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

SUMMARY:  Responsible for performing fully proficient, professional duties related to guiding perspective developments through the review 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 and special use permits.
- Researches and drafts ordinances for Council review and approval.
- Facilitates meetings between staff and developers.
- Prepares Planning and Zoning Commission meeting agendas and presents case report briefings and staff recommendations and Commission briefings.
- Serves as the primary staff liaison at pre-application meetings.
- Negotiates and advises developers on zoning and subdivision design standards;
- Creates graphics and maps for a variety of planning purposes.
- Performs other duties as assigned.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- None.

KNOWLEDGE, SKILLS, AND ABILITIES:

- 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.

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.