

CITY OF CROWLEY PLANNER

Pay Grade: 113

FLSA: Exempt

Salary Range \$48,331-\$68,908 DOQ

JOB SUMMARY

The primary purpose of this position is current planning functions (platting, zoning change requests, etc.). Under general supervision from the Planning & Development Director, the Planner performs complex planning and land use activities for the Community Development Department. The position is responsible for a wide range of tasks, working to serve the interests of the City and its citizens. This is a highly responsible position that demands professional-level work and a high level of customer service and diplomacy. The Planner serves as a liaison to elected and appointed bodies. The Planner also performs tasks related to long-range planning when needed. This position also serves as back-up staff to the Permits office.

ESSENTIAL DUTIES AND RESPONSIBILITIES

NOTE: Factors such as regular attendance at the job are not routinely listed in job descriptions but are an essential function.

- Manages and coordinates review and approval process for subdivision and site development applications, and ensures completeness and compliance of documents/materials in accordance with established procedures and in compliance with applicable city, state, and federal regulations.
- Provides guidance and information to the developers and the general public regarding zoning and development-related regulations of the City.
- Prepares and delivers reports/presentations to the Planning and Zoning Commission and/or City Council, as well as other audiences as needed; serves as staff liaison and board secretary for the Planning & Zoning Commission.
- Serves as primary/first point of contact for the public in the Planning division.
- Coordinates development review committee comprised of City department representatives; initiates and conducts meetings; records meeting notes.
- Works on special projects and current and long range planning projects, as assigned.
- Assists in the development, drafting, and implementation of the general development regulations and zoning regulations.
- Assists in the preparation and coordination of development-related reports.
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of planning principles, specifically related to land use planning, development, community engagement, and implementation.
- Knowledge of state statutes, particularly the Texas Local Government Code, as it pertains to planning, zoning, subdivision, annexation, and other development-related matters.
- Understanding of how short term decision-making affects long-term planning goals of the city.
- Knowledge of basic engineering concepts and theories related to the development of residential and commercial properties.
- Advanced knowledge of oral and written communication, effective writing techniques, and public speaking and presentation skills.
- Ability to provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations.
- Ability to exercise independent judgment to apply facts and principles for developing approaches to problem resolution.
- Ability to exercise the judgment, decisiveness, and creativity required in situations involving evaluation of information against measurable or verifiable criteria.
- Knowledge of computer hardware and software programs, which may include Microsoft Office, Internet applications, Adobe Acrobat Professional, and GIS.
- Ability to establish and maintain effective relationships with colleagues, elected and appointed officials, employees, and the public.

- Must be able to attend Planning and Zoning Commission, City Council, and Zoning Board of Adjustment meetings, as well as other development-related meetings as needed.
- Must be an independent self-starter and be able to assist with citizen complaints and concerns.
- Must be able to keep sensitive information confidential.
- Must have exceptional attention to detail.
- Must exhibit exceptional customer service skills.

EDUCATION, EXPERIENCE AND CERTIFICATION

- Bachelor's degree in Planning or closely related field and at least three years of experience in current planning **OR** Master's degree in Planning or closely related field and at least one year of experience in current planning (Master's degree preferred).
- AICP preferred. Must be able to obtain AICP certification within two years of hiring.
- Valid Texas Driver's License. This position involves driving (delivering agenda packets to board members).

This job description is not intended to be construed as an exhaustive list of responsibilities, duties, and skills required.

All applicants must submit a resume and cover letter with their application.