



## **CITY PLANNER JOB DESCRIPTION**

*Approved May 2017  
Revised March 5, 2018*

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### **A. GENERAL PURPOSE**

Provides a variety of routine and complex planning, zoning, and historic preservation permit review, code compliance, and technical work in the administration of municipal government. Maintains GIS mapping database and provide maps for Public Works and Development Department. Coordinates projects with Development Coordinator, Public Works and Development Department staff, property owners, developers, and planning/development consultants.

### **B. ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. At the direction of the Executive Director of the Public Works and Development Department, performs all tasks assigned related to activities that may include planning, zoning, historic preservation, GIS mapping, and development agreement review.
2. Prepares and presents staff reports and provides assistance to a variety of commissions, boards, and the City Council.
3. Manages planning-related agenda items for Planning and Zoning Commission, Historic Preservation Commission, City Council, and other commission, committee and board meetings as necessary.
4. Coordinates and attends pre-submittal and technical review meetings on development projects.
5. Coordinates with Development Coordinator on large-scale or complicated development projects.
6. Serves as project manager for development agreements and planned development districts. Coordinate with developer, city staff, and consultants. Provide technical assistance, prepare reports, coordinate meetings, and prepare and keep track of project timelines.

7. Maintains GIS mapping database. Update data as necessary and back-up data regularly. Prepare maps for staff reports, and update Official City Map, Zoning Map, ETJ Map, Transportation Plan Map and Trail Map on regular basis. Fulfill Public Information Act (PIA) requests for GIS data.
8. Works with City Engineer, Building Official, Development Coordinator, and other City officials/staff/consultants when necessary to review planning applications and permits.
9. Supervises planning assistant and other staff as needed to accomplish planning and permitting assignments.
10. Confers with and advises members of the general public, property owners, architects, engineers, developers, consultants, and others regarding planning and development policies, procedures, and standards.
11. Leads in the development and administration of comprehensive and subsidiary plans for the physical development of the City. Advise planning and development staff and City officials of proposed comprehensive plan amendments and development of new plans.
12. Leads in the development of plans for land use patterns, housing needs, parks and recreation opportunities, highways and transportation systems, economic development, and other aspects of future growth and development.
13. Manages annexations of land into the City's corporate boundary. Coordinate with City Secretary regarding required public notices.
14. Analyzes land use problems, visualizes futures, compares alternatives, and describes implications, so that public officials and citizens can make knowledgeable decisions.
15. Takes lead in City planning process to involve interest groups, citizens, and public officials in stimulating and thought-provoking ways.
16. Oversees creation of applications including but not limited to zoning amendment applications, historic preservation certificate of appropriateness applications, development agreement applications, and others as determined by supervisor, City Administrator, or Deputy City Administrator.
17. Assists in maintenance of all Development Department Records.
18. Formulates staff recommendations and status reports.
19. Represents the City at various meetings.
20. Attends workshops/conferences/training as approved by the City. Maintains good standing with APA/AICP.

21. Travels to various project sites and meetings in and out of the City.

### **C. EDUCATION, EXPERIENCE, AND CERTIFICATIONS**

Must possess a Bachelor degree in planning, geography, urban studies, architecture, landscape architecture, or related field. Master's degree preferred. Candidates with a Bachelor degree must have at least seven (7) years of planning, land use, development, or related work experience. Candidates with a Master's degree must also have at least five (5) years of planning, land use, development, or related work experience. Previous work experience for a City and/or development firm preferred. Must have experience with ArcGIS. Must be proficient at public speaking and delivering presentations to boards, committees, commissions, City Council and staff.

Must be eligible for taking AICP exam upon hire or already possess AICP certification.

### **D. TOOLS AND EQUIPMENT USED**

Personal computer, including word processing, spreadsheets, ArcGIS, CAD, and database software; plotter; printer/photocopier; motor vehicle; phone; mobile or portable radio.

### **E. SPECIAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to perform the essential functions if needed.

1. Work is performed mostly in an office setting. Some outdoor work is required in visiting various land use developments, construction sites, or public works facilities. Ability to operate certain computers and various other pieces of City equipment.
2. While performing the duties of this job, the employee is regularly required to stand; sit; walk; talk or communicate; handle, feel or operate objects, tools, or controls; and reach objects. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

### **F. WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to perform the essential functions if needed.

1. While performing the duties of this job, the employee regularly works inside an office. The employee occasionally works outside on project sites and is occasionally exposed to wet and/or humid conditions, fumes, airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
2. The noise level in the office work environment is usually mild.

### **G. WORK HOURS**

Core work hours are between 8:00am and 5:00pm including one unpaid hour for lunch, Monday through Friday except holidays. Attendance at evening meetings is occasionally required. This is a full-time exempt position and eligible for compensatory time off as described in the Personnel Manual.

## **H. SALARY**

Salary is commensurate with the position. Pay days are every other Friday or as otherwise determined by the “City of Dripping Springs Personnel Manual.”

## **I. BENEFITS**

Benefits shall be in accordance with those outlined in the “City of Dripping Springs Personnel Manual,” as may be modified by the employee’s offer letter and subsequent revisions to the Manual.

## **J. EQUAL OPPORTUNITY EMPLOYER**

The City’s employment decisions are made without regard to race, color, religion, sex, age, national origin, sexual orientation, handicap, or marital status. Discrimination or harassment against any person in recruitment, examination, appointment, training, promotion, discipline, or any other aspect of personnel administration because of political or religious opinions or affiliations, membership or non-membership in employee organizations, or because of race, color, national origin, age, disability, veteran status, sex, or marital status is prohibited. If you would like to arrange for accommodations, we encourage you to contact the Deputy City Administrator at (512) 858-4725.

**Please note:** *This Job Description is not a contract, and shall not be construed to alter an employee’s at-will relationship. The terms and conditions of any employee’s position with the City may be altered by the City Council at any time. To the extent reasonably possible, this Job Description, the Personnel Manual, and the employee’s Offer Letter shall be read together in harmony. If there are any conflicts between this Job Description, the Personnel Manual, and the employee’s Offer Letter, the most specific term or condition of employment shall govern.*