



Job Description – Development Services/Planner

Job Title:	Planner	Department:	Development Services
Group:		FSLA Status	Non-exempt
Salary Range:	Not to exceed midrange	Position Type:	Full-Time
Reports To:	Development Services Director	Directs:	N/A

Applications Accepted By:

E-MAIL:
hrdirector@palestine-tx.org

Subject Line:
Attention: Human Resources/ Job Title

MAIL OR IN PERSON: (MONDAY- FRIDAY; 8A-5P)
City of Palestine Human Resources
504 North Queen
Palestine, Texas 75801
(903)731-8421

Job Description

OBJECTIVE

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

Essential functions, as defined under the Americans with Disabilities Act may include, but are not limited to, the following tasks, knowledge, skills, and other characteristics. **(This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class.)**

Under general supervision the Planner performs field and office work related to planning and development programs for utilization of land and physical facilities of the city.

ESSENTIAL JOB FUNCTIONS

- Prepares special studies and reports related to code amendments and annexation studies. Assists with comprehensive plan and studies and updates as necessary.
- Ability to learn and utilize the GIS system and use ArcView/ArcInfo software to create custom maps for planning cases, in addition to staff and citizen’s needs.
- Performs necessary field inspections of Specific Use Permits, Planned Districts and Site Plans as required.
- Reviews requests and prepares written reports for zone change and proposed subdivision plat applications and special studies.
- Presents information and recommendations to the Planning and Zoning Commission, and the Zoning Board of Adjustments.



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- Acts as project manager for the duration of development applications including but not limited to zoning requests, plats, and site plan applications.
- Reviews, approves, and releases zoning, development, and façade plans.
- Coordinates with all applicable City departments to complete reviews and approvals of development, construction, and landscape plans.
- Assists in meeting the objectives of the City Council's Strategic Goals and the Department's Five-Year Strategic Plan.
- Meets with developers, architects and engineers for pre-and post-development review and compliance and implementation of the Comprehensive Plan and the Zoning and Subdivision Ordinances.
- Prepares professional staff reports and recommendations for presentation to the Planning & Zoning Commission and City Council.
- Ensures all reports and recommendations are developed in accordance with applicable ordinances and policies and are suitable for placement on agendas for action,
- Presents data, statistical and project information, and proposes ordinance and development standards at public meetings.
- Enforces planning, zoning, and development ordinances.
- Develops and issues impact fee assessments on related planning and zoning projects.
- Assists in the preparation of Development Agreements.
- Responds to inquiries and complaints from the public.
- Conducts on site reviews of zoning and development projects.
- Complies with all City policies and procedures.
- Seeks innovative solutions to difficult or unusual development proposals.
- Reviews miscellaneous applications including temporary land uses, special events, public rights of way, etc.
- Responds to public inquiries concerning development of the city in general as well as specific areas.
- Researches, compiles and analyzes land use and related data.
- Works with the public and developers in answering questions and providing information.
- Performs related duties as required.

OTHER IMPORTANT JOB DUTIES

- Travels 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

- Ability to learn and exercise knowledge of Federal, State, regional and City zoning, subdivision and comprehensive planning regulations, ordinances, and codes.
- Knowledge of developing, amending, implementing, and enforcing codes and ordinances.
- Ability to learn and exercise knowledge of database development, maintenance and retrieval and geographical information system utilization for layer mapping.
- Knowledge of City policies and procedures.
- Ability to work in a collaborative, team environment with other City employees, applicants, and citizens.



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- Ability to provide exceptional customer service skills.
- Ability to research, analyze, develop, interpret, and implement techniques for planning and zoning proposals.
- Ability to complete assignments with limited direction and supervision.
- Ability to work under deadlines and stressful situations.
- Ability to resolve problems quickly and effectively.
- Proficiency in the use of computers and computer programs to include Microsoft Word, Excel, PowerPoint, and other MS programs.
- Skill in reading, interpreting, and analyzing maps, exhibits, legal descriptions, plats, site plans and elevation drawings.
- Skill in effective oral and written communications.
- Skill in conducting inspections and investigations and enforcing codes, ordinances, and regulations.
- Skill in planning, recommending, developing, and implementing public policies and procedures related to urban planning and zoning.
- Skill in mediating, negotiating, and resolving customer complaints and concerns.
- Must possess strong organizational skills and be detail oriented.

PHYSICAL DEMANDS AND ENVIRONMENTAL FACTORS AND CONDITIONS

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 enable individuals with disabilities to perform the essential functions.

- Ability to sit, stand and move about a building and to inspect public and private property.
- Work is generally performed in an office, but on-site field inspections are required and may occur in extreme weather conditions.
- 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.
- May be exposed to hostile or angry citizens and/or developers.
- Must be able to lift up to 30 pounds.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Ability to effectively communicate with citizens, staff members and management in order to provide specific information for planning and zoning issues.
- Basic knowledge of the local planning processes and procedures. Knowledge of current GIS software. Ability to read and understand technical materials, reports and journals. Ability to analyze data on land use applications and other planning matters. GIS Professional Certification (GISP) is preferred.



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- High school diploma or GED required, some college preferred plus 5 years of experience with GIS software. Valid Texas driver's license required.
- Knowledge of Historic Preservation is a plus.

CONDITIONS OF EMPLOYMENT

Must pass a pre-employment drug screen and/or physical exam, MVR check.

Must have a valid Texas Driver license.

Must have and maintain a satisfactory driving record.

ADDITIONAL INFORMATION

This job description is not intended to be construed as an exhaustive list of responsibilities, duties and skills required. City management has exclusive rights to alter this job description at any time without notice. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. This document does not create an employment contract, implied or otherwise, other than an 'at-will' relationship.

The City of Palestine affords equal employment opportunity to all individuals regardless of race, color, national origin, gender, gender identity, religion, age, disability, veteran status, or sexual orientation or other protected status.

Your application is part of the review process; be sure it is complete. If attaching a resume all information requested on the application form must also be completed (i.e. writing “see resume” is not sufficient).

Reviewed By:	Mark Miears	Date:	03/31/2022
Approved By:	Teresa Herrera	Date:	03/31/2022
Last Updated By:	Lisa Cariker	Date/Time:	03/31/2022
Received By:		Date:	