



JOB DESCRIPTION

JOB TITLE:	Planner
DEPARTMENT:	Administration
CLASS TYPE:	Administrator
REPORTS TO:	City Manager
FLSA/STATUS:	Regular/Full-time, Exempt

Under the general direction of the City Manager, the Planner assists in planning, organizing, managing, and providing general direction and oversight for the planning, and code compliance functions and activities for the City of Forest Hill; including current, long-term, and environmental planning activities; assists in coordinating assigned activities with other City departments, divisions, outside agencies, and the public; fosters cooperative working relationships among City departments, divisions, and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the City Manager in areas of expertise; and performs related work as required.

ESSENTIAL JOB FUNCTIONS:

Duties include but are not limited to the following:

- Assumes management responsibility for all City planning and building compliance functions and activities, including current, long-term, and environmental planning activities.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned functions and programs; recommends, within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues in coordination with Human Resources; responds to staff questions and concerns.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and reviews with the City's Economic Development Services; directs the implementation of improvements.
- Works with Community Development Director in planning, coordinating and implementing the City's Economic Development plan.
- Prioritizes and allocates available resources; reviews and evaluates service delivery, makes recommendations for improvement and ensures maximum effective service provision.

- Administers and implements the City's General Plan and zoning ordinances, including providing staff direction regarding department policy interpretation and conducting meetings with the public regarding related issues.
- Oversees City compliance with current environmental laws and acts, including providing necessary direction and updated information to staff, setting policies, and drafting a variety of review reports.
- Oversees land use and planning activities, including analyzing and reviewing complex development proposals; reviews and manages consultant contracts for planning projects as well as development agreements.
- Provides project management for the most complex planning studies; analyzes site design, land use compatibility, utilities, and other city services for all planning applications; ensures compliance with federal, state, local laws, rules, and regulations.
- Oversees and manages City-wide code compliance.
- Serves as a liaison for the City's Economic Development with other City departments, divisions, and outside agencies; attends meetings, as necessary; provides staff support to commissions, committees, and task forces, as necessary; negotiates and resolves significant and controversial issues.
- Represents the City's Planning Department with other City departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities.
- Participates on and makes presentations to a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of city planning and other types of public services as they relate to the area of assignment.
- Maintains and directs the maintenance of working and official departmental files.
- Monitors changes in laws, regulations, and technology that may affect city planning; and implements policy and procedural changes as required.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, project management, and supervision of staff, either directly or through subordinate levels of supervision.
- Public agency budget development, contract administration, and administrative practices.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of municipal government administration.
- Principles and practices of development services program development, maintenance, and management in a municipal setting.
- Theories, principles, and contents of General Plan, land use, zoning, subdivision, and urban planning regulations, natural resource protection, and environmental laws.

- Principles and techniques of conducting site planning, architectural review, subdivision design, land use, and other analytical studies; evaluating alternatives and making sound recommendations.
- Applicable Federal, State, and local laws, codes, and regulations.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Recordkeeping principles and procedures.
- Modern office practices, methods, computer equipment, and computer applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and City staff.

REQUIRED TRAINING AND EXPERIENCE

- Bachelor's degree in Urban Planning, Community Development, or related field.
- At least three years of municipal planning experience.
- Prior experience with public sector preferred.
- Equivalent combination of educations, experience and training will be considered.

BENEFITS

TMRS Retirement, 7% 2:1, medical, dental, vision, vacation, sick, holiday

Send resume with application to:
Caroline Green, Human Resources/ Civil Service Director
City of Forest Hill
3219 California Parkway
Forest Hill, Texas 76119

The City of Forest Hill is an EEO/AA employer
Position is open until filled
Applications may be downloaded from www.foresthilltx.org