



JOB DESCRIPTION

Salary: \$65,000 - \$75,000 depending on experience

Position is a Regular Full-time position eligible for all City Benefits.

City Planner: This position will act as a liaison with the public, developers, builders, engineers, State and Federal agencies, and local and regional government representatives regarding planning-related activities. Administer specified planning functions which may include current planning review, zoning and subdivision ordinance revisions, advanced planning analysis which may include amendments to the Comprehensive Plan. Additionally perform professional planning activities, such as serving as project manager for development and land use applications.

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS: (Individual duties, assignments and responsibilities required of the position)

- Hold public meetings with government officials, social scientists, lawyers, developers, the public, or special interest groups to formulate, develop, or address issues regarding land use or community plans.
- Design, promote, or administer government plans or policies affecting land use, zoning, public utilities, community facilities, housing, or transportation.
- Advise planning officials on project feasibility, cost-effectiveness, regulatory conformance, or possible alternatives.
- Recommend approval, denial, or conditional approval of proposals.
- Discuss with planning officials the purpose of land use projects, such as transportation, conservation, residential, commercial, industrial, or community use.
- Conduct field investigations, surveys, impact studies, or other research to compile and analyze data on economic, social, regulatory, or physical factors affecting land use.
- Advocate sustainability to community groups, government agencies, the general public, or special interest groups.
- Mediate community disputes or assist in developing alternative plans or recommendations for programs or projects.
- Keep informed about economic or legal issues involved in zoning codes, building codes, or environmental regulations.
- Assess the feasibility of land use proposals and identify necessary changes.
- Supervise or coordinate the work of urban planning technicians or technologists.
- Identify opportunities or develop plans for sustainability projects or programs to improve energy efficiency, minimize pollution or waste, or restore natural systems.
- Create, prepare, or requisition graphic or narrative reports on land use data, including land area maps overlaid with geographic variables, such as population density.
- Evaluate proposals for infrastructure projects or other development for environmental impact or sustainability.
- Coordinate work with economic consultants or architects during the formulation of plans or the design of large pieces of infrastructure.
- Review and evaluate environmental impact reports pertaining to private or public planning projects or programs.

- Develop plans for public or alternative transportation systems for urban or regional locations to reduce carbon output associated with transportation.
- Investigate property availability for purposes of development.

EDUCATION AND EXPERIENCE: (special training, certifications, college degree, etc.)

- Bachelor's degree from an accredited college or university in planning, engineering, architecture, or related field is required. (Masters is preferred)
- Three (3) to five (5) years of progressively responsible experience in planning and community development with a minimum of two (2) years in municipal government
- Experience is required in zoning and short- and long-range municipal planning with an emphasis on quality service and commitment to the goals of the City Council and the community preferred.

KNOWLEDGE, SKILLS, AND ABILITIES: (technical, communication, interpersonal, etc.)

- Knowledge of GIS is highly desirable.
- High level of computer skills to include four (4) years of experience with Microsoft Word, Microsoft Outlook, Excel, and PowerPoint.
- Excellent communication skills, both verbal and written
- Valid Texas driver's license with acceptable driving record.
- Must be able to work immediately before, during and/or immediately after an emergency.

To apply for this position, please contact: HR@lagovistatexas.gov