



DRIPPING SPRINGS
Texas

PLANNER

FULL-TIME EXEMPT

A. GENERAL PURPOSE

Under general supervision of the Planning Director, the Planner performs routine work related to planning, zoning, and historic preservation permit review, code compliance, and technical work in the administration of municipal government. Duties involve processing/reviewing development application submittals; facilitating use of permitting software; assisting with coordination of development applications; organizing and coordinating meetings with City staff, the public, and developers; performing reviews of various zoning and historic preservation applications, site plans, plats, and some building permits; attending various Boards and Commission meetings; providing general administrative support to the Planning and Development Department; and other duties as may be assigned.

B. ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Evaluates a variety of applications and proposals for administrative completeness and uses independent judgment to determine administrative completeness.
2. Collaborates with the Development Permit Coordinator on the development application process, including oversight of application and plan submittals, fee assessment and payment, processing plan review and comment transmittals, and issuance of permits and other approval correspondence as appropriate.
3. Coordinates and facilitates technical review meetings for development projects.
4. Timely reviews applications, plans, and permits; performs follow-up phone calls to ensure timeliness of responses from city staff, consultants and applicants.
5. Provides case management of land development applications; confers with project owners and design professionals regarding state and local code requirements and obtaining multi-agency application approvals.
6. Provides efficient and effective service delivery to customers; handles difficult and complex customer service situations; identifies and recommends opportunities for improving service delivery methods and procedures.

7. Exercises discretion in providing information and determinations to members of the general public, property owners, architects, engineers, developers, consultants, and others regarding development policies, procedures and standards.
8. Assists the Planning Director with ensuring timely compliance with publication and notice requirements for various types of land use projects.
9. Assists in facilitation of permitting software and assists with training other staff as needed.
10. Assists the Senior Planner and Development Permit Coordinator in meeting with members of the public, developers, and other city officials to respond to questions that are relevant to a specific planning area or to planning in general.
11. Provides assistance to the general public, developers, and other city officials.
12. Prepares and presents reports for Planning & Zoning Commission, City Council, and other Board and Commission meetings.
13. Occasionally compiles data/information for reports and cost estimates.
14. Performs planning research tasks as needed.
15. Possesses the ability to read and understand various planning and construction documents including site plans, plats, and engineering plans.
16. Performs reviews and provide comments of site plans and plats as assigned.
17. Coordinates with the Planning and Development Department in creation and maintenance of records including but not limited to approved site development permits, subdivision plats, and various zoning approvals.
18. Attends Planning & Zoning Commission, City Council, Historic Preservation Commission, and other Board, Committee and Commission meetings as necessary.
19. Provides miscellaneous administrative support to the Planning and Development Department, including but not limited to, photocopies, document scanning, meeting agenda preparation, and meeting room set-up.
20. Prepares maps for staff reports, and updates Official City Limit Map, Zoning Map, Extraterritorial Jurisdiction Map, Transportation Plan Map, and Trail Plan Map on a regular basis.
21. Updates City GIS data and online interactive maps.
22. Performs other duties as assigned.

C. EDUCATION AND EXPERIENCE

Must possess a Bachelor's degree in planning, geography, urban studies, architecture, landscape architecture, or related field. Candidates with a Bachelor's degree must have at least three (3) years of planning, land use, development, or related work experience. Candidates with a Master's degree must also have at least two (2) years of planning, land use, development, or related work experience. Previous work experience for a City and/or development firm preferred. Must be proficient at public speaking and delivering presentations to boards, committees, commissions, City Council and staff.

Experience in Historic Preservation is desirable.

D. TOOLS AND EQUIPMENT USED

Detailed understanding of personal computers (including word processing, spreadsheets, and email), phone, motor vehicle, and portable radio are required. Must be proficient in GIS software. Additionally, knowledge of Computer Aided D, ArcGIS, Sketchup, Zoom, My Permit Now, and database software is preferred.

E. SPECIAL REQUIREMENTS

1. While performing the duties of this job, the employee is required to sit for extended periods of time.
2. The employee must be able to lift up to 20 pounds of office supplies, files, and equipment.

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 accommodation 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 or 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 8:00 am and 5:00 pm including one unpaid hour for lunch, Monday through Friday except holidays. Attendance at evening meetings is regularly required. This is a

full-time exempt position and eligible for compensatory time off as described in the City of Dripping Springs Personnel Manual. Any compensatory hours performed must be preapproved by the direct supervisor.

H. SALARY

Pay range is \$50,000 to \$58,000 annually. 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, sexual orientation, military status, veteran status, national origin, mental or physical disability, pregnancy, 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. To discuss an accommodation, please contact the People & Communications Director, Lisa Sullivan, 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 conflicts between this Job Description, the Personnel Manual, and the employee’s Offer Letter, the most specific term or condition of employment shall govern.*