



SENIOR PLANNER FULL-TIME EXEMPT

A. GENERAL PURPOSE

Under supervision of the Planning Director, provides a variety of routine and complex planning, zoning, and historic preservation permit application review, code compliance, and technical work in the administration of municipal government. Provides information to city staff upon request. Coordinates projects with Public Works, Building, Parks and Community Services, and Planning and Development staff, property owners, developers, Development Agreement Working Group, and planning/development consultants.

B. ESSENTIAL DUTIES AND RESPONSIBILITIES

1. At the direction of the Planning Director, performs all tasks assigned related to activities that may include planning, zoning, historic preservation, and development agreement review.
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. Prepares and presents staff reports and provides assistance to a variety of commissions, committees, boards, and the City Council.
4. Manages planning related agenda items for Planning and Zoning Commission, Historic Preservation Commission, City Council, Parks and Recreation Commission, and other commission, committee, and board meetings as necessary.
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. Coordinates and facilitates predevelopment and technical review meetings on development

projects.

7. Coordinates with staff, consultants, and Development Agreement Working Group on large-scale or complicated development projects.
8. Serves as project manager for development agreements and planned development districts. Coordinates with developers, city staff, and consultants. Provides technical assistance, prepares reports, coordinates meetings, and prepares and keep track of project timelines.
9. Prepares maps for staff reports, and updates Official City Limit Map, Zoning Map, Extraterritorial Jurisdiction Map, Transportation Plan Map, and Trail Plan Map on regular basis.
10. Manages and updates GIS data and online interactive maps.
11. Works with City Engineer, Building Official, Planning Director, and other City officials/staff/consultants when necessary to review planning applications and permits.
12. Coordinates with Development Permit Coordinator and other planning staff as needed to accomplish planning and permitting assignments.
13. 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.
14. Assists in the development and administration of comprehensive and subsidiary plans for the physical development of the City. Advises planning and development staff and City officials of proposed comprehensive plan amendments and development of new plans.
15. Assists 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.
16. Manages annexations of land into the City's corporate boundary. Coordinates with Planner regarding required public notices.
17. Analyzes land use problems, visualizes futures, compares alternatives, and describes implications, so that public officials and citizens can make knowledgeable decisions.
18. Reviews site plans, subdivision plats, and prepares comments for zoning, land use, annexation, and variance cases.
19. Assists Planning Director in taking lead in City planning process to involve interest groups, citizens, and public officials in stimulating and thought-provoking ways.
20. Oversees creation of applications including but not limited to zoning amendment ,

historic preservation certificate of appropriateness, development agreement , and others applications as determined by Planning Director, City Administrator, or Deputy City Administrator.

21. Assists in maintenance of all Planning and Development Division Records.
22. Formulates staff recommendations and status reports.
23. Represents the City at various meetings.
24. Attends workshops/conferences/training as approved by the City. Maintains good standing with American Planning Association/American Institute of Certified Planners.
25. Travels to various project sites and meetings in and out of the City.
26. Performs other duties as assigned.

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's degree must have at least five (5) years of planning, land use, development, or related work experience. Candidates with a master's degree must also have at least three (3) 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.

Must be proficient in GIS software.

Professional designation by the American Institute of Certified Planners (AICP) is desirable.

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

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 move about City Hall and various locations throughout the City; talk or communicate; and operate computer 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 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 8:00 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 \$75,000 to \$86,000 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 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.*