

CITY OF THE COLONY Status: Exempt Supervised By: Planning Director	SENIOR PLANNER	Engineering Revised: 12-2014
---	-----------------------	--

JOB SUMMARY

Under the supervision of the Planning Director, the Senior Planner is responsible for short range (current planning) and long range (future land use) plans, including reviewing and analyzing zoning requests, site plans, and plats. The Senior Planner provides support to the Development Review Committee (DRC), Board of Adjustment and the Planning and Zoning Commission, conducts research, writing zoning/subdivision and other ordinances; and prepares reports on Planning and Development issues. The primary role of this position is to deliver a high level of service in personal interaction with customers, both internal and external, while planning for the present and future of The Colony.

- ESSENTIAL DUTIES AND RESPONSIBILITIES**
1. Ability to interpret and administer zoning/subdivision regulations, ordinances, and other development-related laws of the city and state; ability to read and understand maps, site plans, and architectural and civil engineering drawings.
 2. Responsible for processing and reviewing plats, replats, site plans, specific use permits, zoning changes, development plans, conceptual plans and variances.
 3. Ensures all current and long range projects comply with local, state or federal regulations.
 4. Reviews traffic impact analyses, maps, databases and draft ordinances and reports to ensure accuracy.
 5. Solicits input from appropriate staff, schedules hearing and actions, monitors applications through the approval process, and enforces compliance with regulations.
 6. Prepare and provide written comments to developers, schedule and conduct the Development Review Committee (DRC).
 7. Responsible for preparing advisory reports, zoning and subdivision ordinance and other regulatory documents revisions for the Planning and Zoning Commissions, Board of Adjustment, City Council, and other boards or commissions.
 8. Provides staff assistance to the Planning and Zoning Commission, Board of Adjustment and other departments.
 9. Makes presentations before the Planning and Zoning Commission, Board of Adjustment, City Council and other boards and commissions.
 10. Submits grant applications and administers funding received.
 11. Work with NCTCOG and other regional agency on matters relating to Planning and Development.
 12. Conduct research and surveys, analyze population, demographic and land use data.
 13. Maintenance, updating and implementation of City Comprehensive Plan, Zoning Ordinance and Subdivision Ordinance.
 14. Must understand the legalities of land use regulation and planning.
 15. Facilitates ongoing training of board members.
 16. Good organization skills, common sense, and the willingness to be a team player with all branches of the Engineering/Development Services Department and other city government offices and departments.
 17. Strong customer service skills when assisting citizens, vendors, contractors, builders, landowners, consultants, media, and staff in person, in writing, via email and by phone to communicate effectively all aspects of the development process and for enforcing zoning regulations and ordinances politely and uniformly.
 18. Ability to work in a multi-tasking environment.
 19. Ability to lift and carry 30 lbs.
 20. Conduct field surveys under varying weather conditions.
 21. Sits and works at a computer for long periods.
 22. Position is responsible for the oversight of the day-to-day functions of Current Planning.
 23. May be required to perform other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Proficiency in the use of a computer and Microsoft Office Applications. Working knowledge of principles, practices, concepts, techniques and theories of urban planning and community development. Good analytical and research ability. Strong customer service skills. Knowledge of principles and methods of Geographic Information Systems (GIS) as applied to planning. Experience using TrakIT software, a plus.

EDUCATION, EXPERIENCE AND CERTIFICATION

Applicants will have at least a bachelor's degree in city or regional planning and four (4) years of applicable planning experience with a local or regional planning agency; or, a master's degree in city or regional planning or closely related field and three (3) year of applicable experience. AICP certification is desired or should be obtained within two years of employment. Valid Texas Drivers' License with an acceptable driving record.

CERTIFICATION

Employee Signature:

Date Signed:

Immediate Supervisor
and/or Department Head:

Date Signed: