



## City of Irving Job Description

### Planner

---

<b>FLSA Status:</b>	EXEMPT	<b>Job Department:</b>	Planning & Community Development
<b>Job Code:</b>	10201	<b>Reports To (Job Title):</b>	Urban Development Manager

---

#### PURPOSE

To assist developers, engineers, architects, attorneys, business owners and residents with the development application process, and provide information regarding ordinances, plans, and policies that regulate and guide land use and development

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Evaluate information to determine feasibility and appropriateness of development proposals, and identify factors requiring amendment.
- Meet with developers and applicants to guide the development process, determine regulatory limitations, and suggest ways to improve upon proposed projects.
- Serve as point of contact (development coordinator) for developers needing assistance or guidance with the development process. This includes: coordinating meetings with appropriate staff, providing ordinances and policies applicable to the proposal, following-up to ensure completeness of assistance provided, and assisting in the resolution of issues that arise during the permitting and construction processes.
- Manage the review and analysis of development applications including coordinating information from various departments and outside organizations, and preparing and presenting written and oral reports analyzing the applications to the Planning and Zoning Commission.
- Conduct field investigations, demographic studies, economic studies, and public opinion surveys to gather information for internal and external customers.
- Prepare and provide planning and demographic information and research to developers, businesses, residents, internal customers and outside organizations.
- Compile, organize, interpret and analyze data on economic, social and physical factors affecting land use and their impact on the community.
- Prepare and present recommendations for amendments to development ordinances.
- Gather permit application data and publish the monthly Construction Forecast Report.
- Prepare or requisition maps, graphics and narrative reports on land use data and development proposals.
- Help evaluate building plans and other permit applications for Building Inspections staff to ensure compliance with all zoning and platting regulations.
- Review all new applications for the sale of alcoholic beverages (for on-premise and off-premise consumption) to ensure compliance with state and local zoning & distance separation requirements.
- Advise planning officials on feasibility, regulatory conformance, and alternative recommendations for development projects.

## **OTHER DUTIES AND RESPONSIBILITIES**

- Update miscellaneous information for various government and local sources.
- Organize and coordinate neighborhood meetings.
- Serve as coordinator for web content.

## **SUPERVISORY RESPONSIBILITIES**

Supervisory responsibility is not a regular part of the position.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

N/A

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- Master's Degree from accredited college or university in urban planning, community development, public administration, public affairs or similar field of study.

### **EXPERIENCE**

- Minimum of three (3) years of experience in a public-sector community planning department.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Valid Class C Texas driver's license, or the ability to obtain such license if applicant currently resides outside the State of Texas.
- AICP membership in good standing, preferred but not required.

### **KNOWLEDGE OF**

- Customer Service: Principles and processes for providing customers and personal services including a desire to help customers regardless of their circumstance.
- Statistical Principles: Methods and processes dealing with the collection, analysis, interpretation and presentation of quantitative data.
- Applied Math: Concepts such as fractions, percentages, ratios, and proportions.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Office Software: Current word processing, presentation, spreadsheet and database programs used by the City.

- Record Keeping: Principles and practices for collection and recording of information for use in report presentations.
- Sales and Marketing: Principles and methods involved in showing, promoting and selling services and locations.

## **SKILLS AND ABILITIES IN**

- Accuracy: Paying attention to detail in dealing with numbers, words, site plan layout, geometrics, and other data.
- Active Learning: Working with new material or information to grasp its implications.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Information Organization: Finding ways to structure or classify multiple pieces of information, determining how they relate, and coming to logical conclusions.
- Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- Service Orientation: Actively looking for ways to help people.
- Direction and Instructional Comprehension: Interpreting a variety of instructions furnished in written, oral, diagram, or schedule form.
- Oral and Written Expression: Communicating information and ideas in writing, as well as through speech, so others can easily understand.
- Problem-Sensitive Discernment: Looking beyond what is being said to determine the goal or objective of the customer being assisted in order to provide desired service.
- Comprehension: Listening and reading to fully understand the message delivered.
- Ingenuity: Finding alternate solutions to obstacles or equivalent ways to meet the same objective.
- Visualization: Imagining what something will look like after it is built or put in context.

## **GUIDANCE RECEIVED**

### **General Standards**

A range of professional standards and methods guide completion of assignments and decisions made. Adherence to policy, City procedures and general supervisory direction is expected. Position incumbents are responsible for making recommendations about changes to methods, procedures and policies and helping to implement changes.

## **CONTACTS**

Interacts extensively with Planning and Zoning Commissioners, developers, businesses, homeowners' associations, and the general public by way of presentations, group meetings, and one-on-one interactions. Meets with staff members from Building Inspections, Transportation, Engineering, Fire, and other departments to generate consensus regarding staff guidance for development applications.

## **EQUIPMENT AND PROPERTY**

Laptop/notebook computer, printer/scanner/copier, large document scanner & printer, digital camera, telephone, projectors, microphones, and city or personal vehicle.

## **PHYSICAL DEMANDS**

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.\*

The employee constantly is required to see and talk. Frequently, s/he is required to stand or sit for long continuous stretches of time, carry, grasp, handle, feel, lift up to 10 pounds, listen, reach, kneel, and walk. Occasionally, s/he is required to drive a vehicle and/or lift up to 25 pounds.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

Due to the number of personal interactions, the employee has increased exposure to cold, flu and similar ailments when an outbreak occurs among the general public. In order to take pictures of proposed development sites, the employee sometimes must walk in a moderately hazardous area, and is required to wear a reflective safety vest during such duties. The noise level in the work environment is usually quiet.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.