



## Title: Planner II

FLSA Status: Exempt

SAFETY STATUS: Non Safety Sensitive Position

### BRIEF DESCRIPTION:

The purpose of this position is to prepare and update the comprehensive plan, perform special area and sector studies, research special issues and develop and comprehend new city policies, and other long-range planning duties and/or review and analyze complex current planning proposals and to provide recommendations to appointed and elected officials; to advise developers, property owners and the public through the development process; perform technical reviews of site and subdivision plans, and prepare technical reports. Position is responsible for working with elected and appointed governing bodies, city departments, other public agencies, developers and the public to ensure projects meet approved quality standards established by the City. Performs others work as assigned.

### REPORTS TO:

This position reports to the Assistant Public Works Director.

### SUPERVISES:

NONE

### ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	M	Conducts special studies on projects such as land use and zoning plans. Oversees the preparation and reproduction of publications issued by the department. Reviews, coordinates and evaluates plat and development plan applications. Prepares written reports and makes presentations at public and community meetings and boards and commissions.	60%
2	M	Provides technical support to boards, commissions and committees. Supervises, trains and evaluates assigned staff members. Responds to requests for information from management, officials and the public. Performs related duties and fulfills responsibilities as required.	25%
3	M	Conducts updates to the City's Comprehensive Plan and various components of the plan. Makes recommendations to other city departments. Plans, organizes and conducts neighborhood meetings with residents of the rezone areas.	15%



## **JOB REQUIREMENTS:**

<b>-Description of Minimum Job Requirements-</b>	
<b>Formal Education</b>	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree in Planning or a closely related field with two (2) years increasingly responsible urban planning experience to include one (1) year of supervisory or lead work experience.
<b>Experience</b>	Knowledge of zoning regulations and procedures, Federal, State and local laws, regulations and ordinances pertaining to planning and zoning and of engineering, surveying and drafting concepts.
<b>Supervision</b>	Ability to supervise, train and evaluate assigned staff preferred.
<b>Human Collaboration Skills</b>	Final decisions regarding policy development and implementation are made and/or recommended as part of interactions. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.
<b>Freedom to Act</b>	Receives Administrative Direction: Within this job, the employee normally performs the duty assignment within broad parameters defined by general organizational requirements and accepted practices. Total end results determine effectiveness of job performance. This is typically a high level management, professional, or executive position.
<b>Technical Skills</b>	Advanced: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.
<b>Fiscal Responsibility</b>	Has responsibility for final approval of budgetary recommendations to the City Manager. Monitors progress toward fiscal objectives and adjusts plans as necessary to reach them.
<b>Reading</b>	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
<b>Math</b>	Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
<b>Writing</b>	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study. Ability to develop complex written reports and make presentations.
<b>Certification &amp; Other Requirements</b>	American Institute of Certified Planners (AICP) Certification Preferred; Certified Floodplain Manager Preferred



**OVERALL PHYSICAL STRENGTH DEMANDS:**

-Physical strength for this position is indicated below with "X"-

Sedentary	Light	Medium	X	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	X	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C Continuously 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	making presentations, communicating with co-workers, observing work site, observing work duties
Sitting	F	desk work, meetings, driving
Walking	F	to other departments/offices/office equipment, around work site
Lifting	O	files, supplies, equipment
Carrying	O	files, supplies, equipment
Pushing/Pulling	O	file drawers, equipment, tables and chairs, hose
Reaching	O	for supplies, for files
Handling	F	paperwork
Fine Dexterity	F	computer keyboard, calculator, telephone pad
Kneeling	R	filing in lower drawers, retrieving items from lower shelves/ground
Crouching	R	filing in lower drawers, retrieving items from lower shelves/ground
Crawling	N	
Bending	R	retrieving items from lower shelves/ground, making repairs
Twisting	F	from computer to telephone, getting inside vehicle
Climbing	F	ladders, stairs, step stool
Balancing	O	on ladders, on step stool, on equipment
Vision	F	driving, observing work site, reading, computer screen
Hearing	F	communicating with co-workers and public and on telephone, listening to equipment
Talking	F	communicating with co-workers and public and on telephone
Foot Controls	F	Driving
Other (specified if applicable)		

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Telephone, copier, fax, vehicle, calculator, computer and associated hardware and software

# City of Hondo, TX



## ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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<b>-Health and Safety Factors-</b>	
Mechanical Hazards	O
Chemical Hazards	R
Electrical Hazards	R
Fire Hazards	R
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other (see 1 below)	N

(1) N/A

<b>-Environmental Factors-</b>	
Respiratory Hazards	W
Extreme Temperatures	D
Noise and Vibration	M
Wetness/Humidity	D
Physical Hazards	N

## PROTECTIVE EQUIPMENT REQUIRED:

Hard hat and safety vest when in City right of way

## NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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<b>-Description of Non-Physical Demands-</b>		<b>-Frequency-</b>
Time Pressure		F
Emergency Situation		O
Frequent Change of Tasks		O
Irregular Work Schedule/Overtime		O
Performing Multiple Tasks Simultaneously		F
Working Closely with Others as Part of a Team		F
Tedious or Exacting Work		O
Noisy/Distracting Environment		O
Other (see 2 below)		N

(2) N/A

## PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A



**SIGNATURE – REVIEW AND COMMENTS:**

I have reviewed this description and understand the requirements and responsibilities of the position.

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Signature of Employee

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Date

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Job Title of Supervisor

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Signature of Supervisor

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Date

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Job Title of Department Head

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Signature of Department Head

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Date

Comments: \_\_\_\_\_

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The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.