

City of Lockhart, Texas

JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Planner

Department: Planning and Development

Pay Grade: 112

FLSA Status: Exempt

JOB SUMMARY

Under the direction of the Planning Director, Planners assist with the administration of the City's zoning ordinances, subdivision regulations, and Historic Districts and Landmark ordinances for the City of Lockhart and process related applications. They also process applications for building and property improvements in assigned areas and manage grant applications for projects to enhance and improve public spaces.

ESSENTIAL JOB FUNCTIONS

- Conducts research; prepares documents for development ordinance amendments and long-range planning; and writes staff reports for zoning text and map changes, specific use permits, variances, special exceptions, subdivision plats, and certificates for alteration.
- Researches and writes grant proposals.
- Reviews subdivision plats and development project site plans for compliance with applicable standards.
- Supports or manages assigned projects.
- Analyzes spatial data; designs and creates a variety of maps and illustrations for print and electronic formats.
- Coordinates community engagement and social networking.
- Answers questions from the public about ordinances; gives development advice.
- Prepares digital or multi-media presentations.
- Enforces related ordinances; conducts site inspections.
- Assists with the calculation of impact fees.
- Attends Commission and Board meetings; prepares agenda packets; and gives presentations, as needed.
- May serve as primary staff liaison to Zoning Board of Adjustment and Historical Preservation Commission.
- May serve as the designated Historical Preservation Officer.
- Processes applications for tax abatements for properties with an historic designation.
- Takes or transcribes meeting minutes, as directed.
- Drafts decision letters for all types of applications.
- Attends professional development functions (conferences, workshops, etc.) as needed.
- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

Requires Bachelor’s degree in planning, geography, architecture, or other related field from an accredited school, one (1) year of related planning work experience, or an equivalent combination of education and experience; a Master’s degree and/or at least two (2) years of planning experience preferred.

Licenses or Certifications:

- None required. AICP or AICP candidacy preferred.

Special Requirements:

- Ability to maintain regular, reliable in-person attendance.
- Possess and maintain a valid Texas driver's license and a good driving record.

Knowledge, Skills and Abilities:

- Knowledge of state laws affecting land use.
- Knowledge of municipal planning functions.
- Knowledge of Geographic Information Systems (GIS).
- Skill in using Office and department software including Microsoft Office, Adobe, and Google applications.
- Skill in composition and using proper grammar and punctuation.
- Skill in using math, including performing algebraic calculations and utilizing various computational features of computer software.
- Skill in communicating, both orally and in writing.
- Ability to use professionalism in dealing with difficult customers.
- Ability to interpret maps, plans, and other graphics.
- Ability to annotate maps, plats, and site plans.
- Ability to gather information, analyze, and solve problems creatively.
- Ability to handle politically sensitive or confidential matters.
- Ability to provide direction to assigned employees.

PHYSICAL DEMANDS

The work is light work. The employee is frequently required to apply 10 pounds of force to move objects. The employee is occasionally required to exert up to 20 pounds of force to move objects. Additionally, the following physical abilities are required (Demand Code: C=Continuously, F=Frequently, O=Occasionally, R=Rarely):

F	• Balancing: Maintaining equilibrium to prevent falling while walking, standing, or crouching.
O	• Climbing: Ascending, descending ladders, stairs, and ramps; requiring body agility.
R	• Crawling: Moving about on hands, knees, or hands and feet.
O	• Crouching: Bending the body downward and forward by bending leg and spine.
F	• Grasping: Applying pressure to object with fingers or palm.
F	• Handling: Picking, holding, or otherwise working, primarily with the whole hand.
C	• Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction; receiving detailed information through oral communication; and making the discrimination in sound.
C	• Hearing 2: Receiving detailed information; making discrimination in sound.

O	• Kneeling: Bending legs at knee to come to a rest on knee or knees.
O	• Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position, occurring to a considerable degree; requiring substantial use of upper extremities and back muscles.
F	• Manual Dexterity: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
C	• Mental Acuity: Making rational decisions through sound logic and deductive processes.
F	• Pulling: Using upper extremities to exert force in order to draw, haul, or tug objects in a sustained motion.
F	• Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.
F	• Reaching: Extending hand(s) and arm(s) in any direction.
F	• Repetitive Motion: Substantially moving the wrist, hands, and/or fingers.
F	• Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to others accurately and concisely.
O	• Standing: Being erect particularly for sustained periods of time.
F	• Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other co-workers accurately, loudly, or quickly.
C	• Visual Acuity 1: Having close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or reading extensively.
F	• Visual Acuity 2: Verifying color, depth perception, or field of vision.
F	• Visual Acuity 3: Determining accuracy or neatness; observing facilities/structures.
O	• Visual Acuity 4: Having visual acuity to operate motor vehicles/heavy equipment.
O	• Visual Acuity 5: Inspecting small defects or machines; using measurement devices; or fabricating parts.
F	• Walking: Moving about on foot to accomplish tasks, particularly for long distances, or moving from one work site to another.

WORK ENVIRONMENT

Work is performed mostly in a relatively safe and secure work environment and inside a climate-controlled building; is performed occasionally outdoors in extreme heat or cold when checking sites; and has periodic unpredicted requirements or demands.

The City of Lockhart has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date