



## JOB DESCRIPTION

### Senior Planner

**DEPARTMENT:** Development Services

**DATE:** July 2015

**SUMMARY:** Under general supervision, performs complex planning and land use work activities for the Department. Work responsibilities extend to providing work direction to other planning staff.

**ESSENTIAL FUNCTIONS:** *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Works with the general public to provide technical assistance regarding planning and zoning activities.
- Researches cases and prepares staff reports.
- Administers complex planning studies and development applications; reviews applicant proposals; reviews and processes land development regulation amendments, re-zonings, site plans and plats.
- May conduct long-range planning assignments; performs special projects originating from the City Council.
- Provides work direction to less experienced planning staff.
- Provides customer assistance; responds to phone and e-mail contacts; prepares staff report packets; provides planning assistance to member communities regarding various land use projects.
- Processes developer and citizen requests through the approval process.
- Performs field inspections to gather data as part of the development review process; verifies that development projects comply with approved plans.
- Schedules and conducts meetings with advisory boards and elected officials.
- Presents reports and other findings to staff, boards and the City Council; serves as a liaison.
- Reviews permits; performs zoning compliance, including responding to complaints; issuing compliance letters; maintaining records of letters sent; and filing charges in Municipal Court; attends court pre-trials and trials.
- Processes abandonments; retains an appraiser; processes documentation regarding abandoned City right of way.
- Performs after hours surveys; attends neighborhood meetings.
- Performs special projects as assigned.
- Supports the relationship between the City of Galveston and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.
- *Employees may at any time be required to work in order to provide for the safety and well-being of the general public, including the delivery and restoration of vital services, in the event of an emergency.*

#### KNOWLEDGE AND SKILLS:

##### Knowledge:

- City organization, operations, policies, and procedures.
- Principles and practices of urban planning, zoning and land use.
- Municipal and state laws governing environmental and land use.
- Municipal codes and ordinances.
- Site plan review methods.

- Texas Local Government Code.
- Geographic Information Systems (GIS).
- Principles and practices of project management.
- Principles and practices of effective employee supervision.
- Business and personal computers, and spreadsheet software applications.

**Skill in:**

- Handling situations requiring diplomacy, fairness, firmness and sound judgment.
- Providing efficient customer service.
- Understanding and applying City policies and procedures, and applicable federal and state regulations.
- Reading and interpreting codes.
- Organizing and maintaining records and analyzing data.
- Establishing and maintaining cooperative working relationships with all levels within the City.
- Communicating effectively verbally and in writing.

**MINIMUM QUALIFICATIONS:**

Master's Degree in Urban Planning, Architecture, Public Administration or a related field; AND three years' experience in municipal planning; OR an equivalent combination of education and experience.

**LICENSE AND CERTIFICATION:**

Possession of a valid Texas driver's license.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed primarily in a standard office environment with some exposure to an outdoor work environment. May be required to lift and carry items weighing up to 10 pounds.