

Job Description – City of Burleson

Job Title: Sr. Planner (Urban Design emphasis)
 Department: Community Development 5011
 Reports to: Director of Development Services
 Pay Grade: Range III
 FLSA Category: Exempt
 Schedule: 40 hours per week / shifts vary
 Date Revised: April 11, 2016

BRIEF DESCRIPTION OF THE JOB:

Under the Director of Development Services, this position performs a variety of professional tasks for the department including envision, develop, maintain and implement a coordinated, comprehensive urban design program for quality growth and development. The urban design program will balance social, economic, and environmental goals and provide livable solutions to contemporary issues. Other planning related duties may be assigned as projects necessitate.

Daily job duties may vary based on the specific focus area but generally include:

- 1) Current Planning – Guide new development in the community through the application of urban design programs and applies the community standards to plan review activity and construction verification.
- 2) Long Range Planning – Guides future development in the community by updating the comprehensive plan and small area plans; considering Forms Based and SMART Code applications; implementing context sensitive design solutions in development and capital projects; developing associated graphics to illustrate design requirements; establishing guidelines important to the community; and, assisting in the development of urban design strategies which to yield predictable results, based upon approved goals and standards.

ESSENTIAL DUTIES:

[S = Sedentary (0-10 lbs); L = Light (10-25 lbs); M = Medium (25-50 lbs); H = Heavy (50-100 lbs); VH = Very Heavy (over 100 lbs)].

Strength Exerted	Description of Job Duties
S	Create plan drawings, urban design maps and sketches, including hand and digital line work, coloring and rendering, scanning, digital output & archiving.
S	Maintain overall project control and responsibility.
S	Design, present and document urban design and urban planning projects
S	Coordinate development of city-wide urban design programs; assist the public with urban design matters and concerns; communicate urban design policies and ordinance requirements to citizens and the development community.
S	Provide guidance and advice into the development and implementation of context sensitive design, architecture, streetscapes and the public realm.
S	Work with the community in the formulation and articulation of ideas in developing goals, which are then translated into policy and potential regulations.
S	Write and present formal and technical illustrations, drawings, reports, working papers, and correspondence.
L	Conduct in-depth research in specific or general project areas
S	Attend City Council and Planning and Zoning meetings, community meetings and work sessions as required (some evenings required).

Strength Exerted	Description of Job Duties
S	Recommend priorities, schedules, and funding sources to implement public improvements plan.
S	Write, or assist in writing, a variety of ordinances and regulations relating to development controls.
S	Extensive coordination with various City Departments, other government agencies and private sector interests.
S	Perform other duties assigned by Director of Development Services.

SUPERVISORY RESPONSIBILITIES:

This position has limited supervisory responsibility.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of urban spatial structure, physical design and the way design influences actions, impressions and appearances.
- Ability to analyze graphic information to discern compliance in accordance with appropriate standards.
- Mastery of techniques for involving facilitated discussion with a wide range of people.
- Understanding of local, state, and federal government programs and processes.
- Understanding of the social and environmental impact of planning & design decisions on communities.
- Ability to work with the public and articulate planning issues to a wide variety of audiences.
- Ability to function as a mediator or facilitator when community interests conflict.
- Understanding of the legal foundation for land use regulations.
- Understanding of the interaction among the economy, transportation, health and human services, and design.
- Ability to solve problems using technical competence and creativity.
- Ability to envision and graphically communicate alternatives and solutions to current auto-centric development patterns.
- Mastery of geographic information systems, design software and office software.
- Problem solving skills including research procedures and data analysis.
- Knowledge of current literature, information sources, and research techniques in the field of urban design, municipal planning and real estate development.
- **Working Knowledge of principles and practices of:**
 - Urban Design,
 - Landscape Architecture,
 - Urban Planning,
 - Architecture,
 - Site development,
 - Surveying (subdivision of land, plat preparation, legal requirements, etc.), and
 - Civil Engineering (layout and design of water, sanitary sewer systems, storm drainage and geometric street design).

Ability to:

- Communicate professionally and at a high level of technical competence with professional consultants, brokers, appraisers, elected and appointed officials and other interested parties.
- Illustrate concept plans with effective visuals to communicate ideas to various stakeholders.
- Conduct, analyze, and utilize general research and statistical data preparing related reports.
- Interpret and apply department policies and procedures.
- Type at a speed necessary for successful job performance.
- Communicate clearly and concisely, both orally and in writing.
- Analyze problems, identify alternative solutions, and project consequences of proposed actions.
- Interpret and explain City planning and design policies and procedures.

EDUCATION AND EXPERIENCE:

Any combination of experience and education that would provide the required knowledge and abilities will be considered. Preferred qualifications include:

Bachelor's degree in landscape architecture, architecture, urban design, planning or a related field and six years of professional planning experience. Previous experience in urban design, Forms Based & SMART Code programs, long range comprehensive planning and small area plans and site design is required. Some supervisory experience and AIA, ASLA, AICP certifications preferred. Appropriate Graduate Degree is encouraged and may substitute for one (1) year of experience.

CERTIFICATES AND LICENSES REQUIRED:

Valid Texas Drivers' License with a good driving record.

ENVIRONMENTAL FACTORS AND SAFETY HAZARDS:

Work is performed in a climate controlled office environment. May require some field work to conduct inspections of development or zoning related issues; exposure to computer screens; frequent contact with public.

TOOLS AND EQUIPMENT USED:

Personal Computer, telephone, calculator, copy machine, fax machine

DESCRIPTION OF PHYSICAL DEMANDS:

[Frequency: C = Constantly (2/3 or more of the time); F = Frequently (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)].

Physical Demand	Frequency	Description of Demand
Standing/Walking	F	On carpet or tile floors.
Sitting	F	Primary work position at a standard desk with an adjustable office chair.
Lifting/Carrying	R	Small boxes of supplies and paper weighing less than 5 pounds
Pushing/Pulling	R	To open and close filing cabinet drawers.
Reaching	R	Into filing cabinets and on shelves to store or retrieve documents and supplies.
Fine Dexterity/Handling	F	To use the computer, typewriter and calculator and writing.
Crouching/Crawling	R	To plug in computer, typewriter, calculator, etc.
Twisting	F	Working around the desk in standard office activities.
Kneeling	O	To retrieve documents from lower shelves and bottom drawers of file cabinets.
Vision	F	To read and prepare paperwork.
Hearing/Talking	F	To speak with citizens and employees on the phone and in person.
Foot Controls	O	Driving a car.

DESCRIPTION OF NON-PHYSICAL DEMANDS:

[Frequency: C = Constantly (2/3 or more of the time); F = Frequently (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)].

F__time pressures

R__emergency situations

R__irregular schedule

R__danger/physical abuse

F__frequent change of task

R__noisy/distracting environment

O__tedious exacting work situation

F__working closely with others as part of a team

F__performing multiple tasks simultaneously

other:_____

Applicant Notes:

- Regular and reliable attendance is required of all employees.
- Pre-employment drug screens required and substance abuse policy enforced.
- The City of Burleson is an at-will employer.
- The job description is a general summary; it is not an all-inclusive list of job duties, and employees will be called upon to complete other duties as assigned.
- **Applications are required to be considered for open positions.** A resume may be provided, but does not take the place of a completed application.