

Job Description – City of Burleson

Job Title: Planning Manager
 Department: Development Services
 Reports to: Assistant Director-Development Services
 Pay Grade: V
 FLSA Category: Exempt
 Schedule: 40 hours per week; regular attendance at evening meetings required.
 Date Revised: April 15, 2019

BRIEF DESCRIPTION OF THE JOB:

The Planning Manager is responsible for leading the planning division, performing and supervising a wide range of development-related tasks, and managing the development process.

ESSENTIAL DUTIES AND PERCENTAGE OF TIME SPENT ON EACH:

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	Manage activities and staff for long-range and current planning programs.
S	Support an effective development process from pre-submittal to building permit issuance.
S	Support ordinance creation and revisions.
L	Assist in providing staff support to the Planning and Zoning Commission and other boards as needed.
S	Assist in the preparation and administration of the division's budget, revenue planning, fee assessments and collection. Assist in the development and implementation of goals, objectives, policies, procedures and work standards for the division; ability to identify the critical path and streamline business processes.
S	Monitor legislation and technical developments that may affect the planning function; evaluate their impact upon departmental and City activities and draft code changes implementing policy and procedural changes, as needed.
	Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

Supervises the Senior Planner and Planner.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of city planning principles to include:
 - Planning and development process
 - Comprehensive Planning
 - Land use and zoning
- Knowledge of pertinent Federal, State and local laws, ordinances, statutes and regulations.
- Skill in writing, interpreting, applying, and explaining complex codes, ordinances, and regulations related to the areas of responsibility.
- Ability to clearly convey complex ideas.
- Ability to communicate clearly and effectively, particularly to City boards, commissions, and residents both orally and in writing.
- Advanced skill in the operation of the personal computer, Microsoft Word, Excel, PowerPoint, GIS, and the Internet.
- Ability to manage professional planning staff and coordinate with staff engineers.

- Ability to establish and maintain effective working relationships with City staff and officials, other government officials, and the general public.

EDUCATION AND EXPERIENCE:

- Equivalent to a Bachelor’s Degree from an accredited college or university with major coursework in Architecture, Urban Planning, Public Administration or related field plus seven years of relevant experience, or
- Master’s degree in Urban Planning or related field plus five years of relevant experience.

CERTIFICATES AND LICENSES REQUIRED:

- Must have a valid Class “C” Texas driver’s license, with good driving record.
- AICP (American Institute of Certified Planners) Certification

ENVIRONMENTAL FACTORS AND SAFETY HAZARDS:

Primarily works in a climate controlled office environment.

TOOLS AND EQUIPMENT USED:

Computer, phone, copier, printer, fax machine, cellular phone.

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	Primarily in an office setting but occasionally on uneven terrain at work sites.
Sitting	F	In an office chair while working at the computer or in meetings.
Lifting/Carrying	O	File folders, boxes, construction plans, etc. (maximum 25 lbs.)
Reaching	O	To reach materials in filing cabinets and on shelves.
Fine Dexterity/Handling	F	To operate computer, write memos, letters, budgets, etc.
Bending	O	To obtain materials from lower drawers in filing cabinets
Climbing/Balancing	O	On ladders and steps to inspect construction sites.
Crouching/Crawling	O	To complete inspections at construction sites
Vision	C	To operate computer, read technical manuals and publications, to inspect construction plans/projects, etc. and to operate a City vehicle
Hearing/Talking	C	To communicate citizens, coworkers, and city officials on the phone and in person.
Foot Controls	F	To drive a City vehicle
Endurance/Stamina	F	Working 8 to 12 hours a day, meeting with various people, solving problems, completing tasks on a tight schedule. While stress is mostly mental, the schedule and work load may become physically exhausting.

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)].

C__time pressures

C__irregular schedule/overtime

F__frequent change of task

C__tedious exacting work situation
team

F__performing multiple tasks simultaneously

other:_____

R__emergency situations

R__danger/physical abuse

R__noisy/distracting environment

F__working closely with others as part of a

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.