

# City of La Feria Job Description



**Job Title:** Director of Planning

**Reports to:** City Manager

**Exempt**

### **Job Description:**

Performs administrative and professional work activities of the Planning and Development Department. Ensures the orderly growth and efficient administration of City resources. Duties include interpretation of various ordinances, implementation of the Comprehensive Plan, coordinating with various other city departments regarding compliance with city requirements to assure proper and orderly development and construction. Duties also include intake customer complaints and investigate validity, follow-up; perform all duties associated with short and long-term planning; subdivision plat review; Zoning Ordinance administration including ensuring compliance, i.e., sending out notices of non-compliance; issuing work orders for properties to be mowed and cleaned; issuing Municipal Court citations for chronic non-compliance; coordinating issuance of specific use permits; code enforcement; coordinate all phases for condemnation of substandard structures; issuance of building permits (plan review for compliance with Zoning Ordinance); assist consultant with preparation and compilation of Comprehensive Plan; compilation of La Feria Subdivision Ordinance; assigned new physical addresses for entire city to promote efficiency in delivery of emergency services; coordinates with Insurance Services Office (ISO) to improve City's rating for fire insurance for residents; coordinates with U.S. Census Bureau for accurate counting; coordinates all phases of annexation, i.e. determines eligible area, calculates eligible acreage, compiles service plan, compiles inventory of available services, notifies public, establishes public hearing dates, publishes public hearing dates, prepares ordinance, etc.); Coordinates public works construction to ensure integrity of water and wastewater systems (plan review, back-flow prevention, etc.); coordinates projects with Texas Department of Transportation (TxDOT); coordinates underground petroleum storage tank testing, statistical inventory reconciliation (SIR) and all compliance with TCEQ regulations; registers and titles all city-owned vehicles; compiles Emergency Management Plan and applicable annexes, Hazard Mitigation Plan, Vulnerability Assessment and Emergency Response Plan for Water Plant; acquires utility easements; coordinates installation of street lighting; administers storm water program; serves as staff liaison to City Commission, Planning & Zoning Commission, Zoning Board of Adjustments and Appeals, Utilities Board, La Feria Industrial Development corporation and La Feria Economic Development Corporation; serves Volunteer Fiesta/Christmas Parade Committee member. Preparation and coordination of state and federal grant program proposals. Writes grant and administers biennial grant from Office of Rural Community Affairs, Texas Community Development Program; assists in gathering data for various grant applications, i.e., Economically Distressed Areas Program (EDAP) from Texas Water Development Board, HOME Program Grant; writes grants and administers solid waste grants program, i.e., recycling trailers, chipper, new brush/chipper truck; serves as board member to various boards and committees relevant to job description; other duties/responsibilities as assigned by the City Manager.

### **Job Specifications:**

- Bachelor's Degree in Business Administration or Public Administration
- Ability to work evenings and/or weekends for Special City Functions
- Computer Literate
- Must have good verbal and written communication skills