

## **City of La Feria Planning Director Job Description**

The Director of Planning is responsible for overseeing, organizing, managing, and providing general direction for the planning activities of the City of La Feria. Serves as the lead subject matter expert for City planning and provides complex professional assistance to the City Manager, City Commission, Planning and Zoning Commission, Boards and Committees, and the public.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by this employee, only a representative summary of the primary duties and responsibilities. Employee may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Coordinates and manages all aspects of planning and development.
- Manages staff to accomplish day-to-day operations, services, and functions of the Planning Department; supports and assists as needed.
- Leads and participates in the development and implementation of department goals, objectives, and policies for assigned functions and programs; makes recommendations on department policies, services; administers policies and procedures.
- Analyzes data; reviews all documentation and information; anticipates, identifies, and mitigates risk factors; uses sound judgment to make decisions.
- Performs all reviews of site development plans, plats, zoning changes, utility evaluations, and voluntary annexation applications.
- Administers and manages the City's Comprehensive Plan and zoning ordinances; oversees advanced-level land use and planning activities.
- Identifies and tracks internal and external resources; manages bond or project funds, grant funds, and other resources related to the completion of a project; processes contracts, change orders and amendments, purchase orders, and payments related to capital projects.
- Coordinates with external entities on permits, right-of-way/easements, design, and construction.
- Develops, coordinates, and maintains tracking and reporting systems for projects, including hard and electronic filings and records; keeps accurate and detailed documents, permits, information, etc. related to various projects.
- Provides accurate and timely updates, reports, and presentations to management, boards and commissions, and the City Commission; serves as a liaison for all development services to internal departments and external agencies; attends meetings and provides staff support to committees as needed.
- Provides quality customer service to customers, city staff, the general public, and all other work contacts; maintains a high level of professionalism and confidentiality at all times.

## **Requirements**

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

- Bachelor's degree in Planning, Public Administration, or closely related field.
- Five (5) years of experience as a City Planner, Assistant Planner, Deputy Planner, or Planner and/or any combination of the above experience.

#### **Required Licenses or Certifications:**

- Valid Texas Driver's License.

#### **Required Knowledge of:**

- Principles, practices, and procedures of Municipal Planning and Development.
- Infrastructure construction.
- Methods and techniques of research and analysis.
- TxDOT reporting for transportation projects.
- FEMA, state, and federal grant requirements.
- Architectural design principles, practices, and techniques.
- Federal, State, and local laws, ordinances, policies, procedures, and regulations.
- City and department policies, procedures, and processes.
- City's permit process and requirements to obtain relevant permits and approvals.
- Principles and practices of teamwork to accomplish the overall needs of the department.
- Use of good judgment and sound decision-making practices in matters related to the job.

#### **Required Skill in:**

- Management of large-scale development projects.
- Adapt, interpret, and apply guidelines and standards.
- Establish and maintain effective working relationships.
- Attention to detail in dealing with numbers, words, documents, and ideas.
- Read and interpret various documents including site plans.
- Maintain accurate and complete files and records.
- Ensure department standards are met with all policies and processes being followed.
- Maintain confidentiality regarding all City business and information.
- Accessible, responsive, responsible, and transparent in all aspects of matters related to the job.
- Communicate effectively with administration, coworkers, internal staff, and external entities.

- Use available software packages to organize projects, track progress, and accomplish objectives.
- Demonstrate a respectful and professional attitude in dealing with the public, coworkers, and others.

**Physical Demands / Work Environment:**

- While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- The noise level in the work environment is usually quiet to moderate.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.