

**HORIZON CITY**

Incorporated 1988

**\*\*JOB POSTING\*\***

**Job Title:** Planner-Job No. 21-07-509-07  
**Department:** Planning  
**Classification:** Exempt  
**Job Type:** Full-time  
**Starting Pay:** \$40,000.00/annually  
**Posting Dates:** Until Filled

**GENERAL SUMMARY**

Under general supervision, perform entry level planning work assisting in the research, analysis, review, and reporting of matters relating to growth, development, and the physical organization of the city. The focus will be to include the review of development and zoning requests, demographics, long-range planning, and/or various other land development applications.

**SUPERVISION**

General supervision is provided by the Planning Director.

**ESSENTIAL DUTIES AND RESPONSIBILITIES (including but not limited to)**

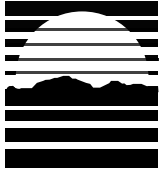
1. Assist the public and other department related to research of information, contracts, ordinances and other resources to provide appropriate information.
2. Interpret ordinance information, maps, read site plans, answer questions, provide legal descriptions of property and assign and change addresses.
3. Assist in the analysis and proposal of transportation plans, programs and projects to include gather and analyze data, research land ownership, transportation plans, urban growth, ordinance and other data.
4. Meet with architects, engineers, developers and planners about building projects and site plans.
5. Develop supporting materials for presentations.
6. Prepare recommendations, maps, files, contracts and amendments, design guidelines, ordinance amendment, and various other planning documents. Assist in the preparation of grant applications.
7. Represent the department and provide technical support, information and guidance on planning issues.
8. Respond to requests for information on ordinances, codes, policies, plans and procedures.
9. Provide interpretation of zoning and subdivision requirements, transportation planning documents, land development applications, land use documents and other planning documents.
10. Prepare comprehensive documents on planning issues, data analysis, special reports and recommendations.
11. Attend and present planning applications to board and committee meetings and other meetings in support of the city and the various departments.
12. Performs any other duties as assigned and as may be necessary to complete regular work.

**MINIMUM JOB REQUIREMENTS**

**EDUCATION AND EXPERIENCE**

A Bachelor's degree in business or public administration or transportation, urban or regional planning or design and two (2) years of experience in planning, urban design, research and statistical analysis, or related field.

**"An Equal Employment Opportunity Employer"**



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Bilingual preferred (English and Spanish).

**LICENSES AND CERTIFICATES**

A valid Texas Class "C" License or equivalent from another state.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of planning, principles, practices and methods, data gathering, geographical information systems, and research methods and techniques.
- Knowledge of development issues and concerns, neighborhoods, development process, land use law, zoning and subdivision regulations, transportation planning, land use economics and zoning administration techniques.
- Knowledge of urban design and site design principles and practices.
- Ability to conduct research, compile data, analyze finding, identify key issues and prepare professional recommendations.
- Clear, concise oral and written communication to prepare and present reports to management, boards and committees, citizen groups and private industry.
- Establish and maintain effective working relationships with coworkers, officials, contractors, regulatory agencies and the general public.
- Ability to cooperate with fellow employees as a team member.

**Other Job Characteristics:**

- Occasional driving through City traffic.
- Occasional exposure to outdoor settings to monitor development, including walking over uneven ground.

To apply please submit a Resume along with the Horizon City Application for Employment found in the following website and email to: [jobs@horizoncity.org](mailto:jobs@horizoncity.org); or visit website at <http://www.horizoncity.org/human-resources/> for additional information.