

HORIZON CITY

Incorporated 1988

****JOB POSTING****

Job Title: Planning Specialist
Job No: 24-02-509-03
Department: Planning
Classification: Exempt
Job Type: Full-time
Starting Pay: \$40,000.00 annually
Posting Dates: UNTIL FILLED

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

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

GENERAL SUMMARY

The Planning Specialist provides overall development services departmental information to other City Departments, external public agencies, engineers, architects, surveyors, contractors, developers, other development professionals, property owners and the general public. Tracks and provides reports and out-going documentation and information, Zoning and Subdivision application review and intake, invoicing, office supplies management, case distribution and initiates application processing and preparation. This position also acts as Secretary to the Planning and Zoning Commission and Board of Adjustment with responsibility for tracking, distribution and management of subdivision plats, re-plats, rezoning, specific use permits, vacation of easements and rights-of-way (ROW), variance requests, and all other planning related applications. The Planning Specialist position requires in-depth knowledge and enforcement of the City's technical regulations, to include the Zoning and Subdivision regulations.

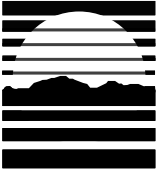
SUPERVISION

Direct supervision is provided by the Chief Planner and general management by the Planning Director.

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

1. Assists constituents and applicants seeking information on land use processes, applications, and general land development related issues. Makes application related decisions and determinations when required.
2. Provides technical support, information and guidance on planning and building issues.
3. Acts as the liaison to the public and other stakeholders. Guides developers, engineers, architects and the general public regarding land use and development plans to determine if projects comply with all applicable regulations.
4. Responds to citizen concerns and issues and determines appropriate resolutions to maintain positive community/customer relations for the department and the City.
5. Interprets ordinances, codes, regulations, and departmental policy currently in effect and advise contractors, engineers, architects, the public and other inspectors. Examine drawings and specifications for conformance with zoning codes and related regulations.
6. Designs and prepares maps and depictions for planning and application purposes. Assist in the development and maintenance of the geographic information system (GIS).
7. Performs research on land use, case history, and other areas for planning purposes. Assist the Planning Director with compiling information and research on special studies.

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8. Prepares correspondence and confidential documents for Director of Planning.
9. Performs administrative duties for the Planning and Zoning Commission and the Board of Adjustments, such as preparing and maintaining agendas, minutes, and related records).
10. Schedules, publishes, and mails Public Hearing and legal notices for the Planning and Zoning Commission and Board of Adjustment as required.
11. Processes and tracks subdivision, zoning, variance, and other development related applications.
12. Receives and tracks payments and invoices applicants for services provided by third party City Engineer.
13. Maintains all plat records and maps. Maintains all subdivision files, plats, and maps.
14. Executes necessary paperwork for subdivision plats and prepares final plat mylars for official execution and recording with the El Paso County Deeds and Records. Responsible for conveying copies of recorded plats to all required entities.
15. Assists with the preparations of staff reports and presentations to the Zoning and Planning Commission, Board of Adjustment, and City Council. This includes conducting field investigations and taking photographs of site locations.
16. Reviews applications for completeness and accuracy. Works with applicants to ensure the compliance of applications.
17. Assists with the preparation of documentation and notification of “address change” and “official address” assignments as directed by Public Works Department.
18. Provides information to contractors and general public regarding Municipal Code Regulations related to land development.
19. Prepares documents for storage and records destruction.
20. Replies to open records requests as they relate to the department when applicable.
21. Initiates Purchase Orders as needed.
22. Provides feedback on ordinance changes and fee schedules.
23. Performs other job-related duties as requested.

MINIMUM JOB REQUIREMENTS

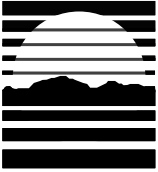
EDUCATION AND EXPERIENCE

High School Diploma or GED; plus 30 hours of college preferred or equivalent combination of training and experience and at least four (4) years of related experience working with cartographic or technical planning, real estate, or permitting, or licensing support experience and/or equivalent combination of education, training and experience in related field may substitute for experience.

Bilingual preferred (English and Spanish).

LICENSES AND CERTIFICATES

A valid Texas Class “C” Driver’s License or equivalent from another state.
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KNOWLEDGE, SKILLS, AND ABILITIES

- Understanding, application and considerable knowledge of City zoning, subdivision and related municipal ordinances and codes.
- Understanding, application and considerable knowledge of techniques, methods and materials used in the construction of buildings and related structures.
- Knowledge of state and federal laws concerning zoning and subdivisions. Understanding, application and considerable knowledge of best practices in state and municipal zoning and subdivisions.
- Understanding, application and considerable knowledge of procedures followed in board and commission meetings.
- Plan and conduct research studies and surveys. Enforce regulations firmly and impartially. Analyze zoning codes and ordinances.
- Clear and concise oral and written communication.
- Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions, and measurements.
- Maintain records and prepare reports. Considerable knowledge and skills in preparing spreadsheets.
- Receives administrative direction from the Director of Planning: Within this job, the employee normally performs the duty assignment within broad parameters defined by general organizational requirements and accepted practices. Total end results determine effectiveness of job performance.
- Track & manage departmental budget(s), process purchase orders and related materials when applicable.
- Establish and maintain effective team working relationships with fellow employees, officials, and the general public.

Other Job Characteristics:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee is occasionally required to frequently lift and/or move up to ten (10) pounds. The employee is occasionally required to walk, sit, talk, or hear. Specific vision abilities required by this job include close vision, color vision, and the ability to focus.
- The work environment characteristics described here are representative of those encountered by an employee while performing the essential functions of this job. The noise level in the work environment is usually quiet.
- Occasional exposure to irritated individuals, requiring strong conflict resolution.
- Frequent extending keyboarding activity related to data entry, research, and retrieval.
- Other duties related to the job description as assigned.

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