Job Description Form

P. O. Box 239
Lockhart, TX 78644

JOB TITLE: Assistant City Planner

Date: September, 2016
Pay Range: $19.42-$25.46- $31.50
Pay Grade: 7 (Exempt)

Brief Description of the Job:

Full-time position providing support to the Planning Department as well as other departments under the supervision of the City Planner and City Manager or designee.

Essential Functions-Listed in descending order of frequency; in the Strength Column, S= Sedentary, L=Lig M=Medium, H=Heavy; For Physical Demand Code See Below Essential Functions	% of Time	Strength	Physical Demand Code
1. Supporting or primary role in special projects as assigned, including research and preparation of documents for development ordinance amendments and long-range planning.	8	S	B-I, M-N, Q-S
2. Research and write grant proposals.	7	S	B-I, M-N, Q
3. Research and write staff reports for zoning text and map changes, specific use permits, variances, special exceptions, subdivision plats, and certificates for alteration.	20	S	B-I, M-N, Q
4. Review subdivision plats and development project site plans for compiance with applicable standards.	10	S	B-I, M-N, Q
5. Analize spatial data, and design and create a variety of maps and illustrations for print and electronic formats.	5	S	A-I, M-N, Q
6. Coordinate community engagement and social networking.	4	L	A-I, M-N, Q-S
7. Prepare digital or multi-media presentations.	5	S	B, G, I, M-N, Q
8. Ordinance enforcement and site inspections.	10	L	A-T
9. Assist with the calculation of impact fees.	1	S	B-I, M-N, Q
10. Assist with planning and building permit customer service.	5	L	A-I, M-N, Q-S
11. Attend Commission and Board meetings, and give presentations, as needed. Primary staff liason to Zoning Board of Adjustment and Historic Preservation Commission. Serves as the designated Historic Preservation Officer.	9	L	A-I, M-N, Q-S
12. Take or transcribe meeting minutes, as directed.	9	S	B, I, Q, R
13. Perform other tasks as directed.	7	L	A-T
	100		

A. STANDING	D. LIFTING	G. REACHING	J. KNEELING	M. BENDING	P. BALANCING	S. TALKING
B. SITTING	E. CARRYING	H. HANDLING	K. CROUCHIN	N. TWISTING	Q. VISION	T. FOOT CONTROLS
C. WALKING	F. PUSH/PULL	I. FINE DEXTERITY	L. CRAWLING	O. CLIMBING	R. HEARING	U. OTHER:_____

PHYSICAL DEMANDS **JOB TITLE: Assistant City Planner**

OVERALL STRENGTH DEMANDS:

SEDENTARY ___ LIGHT _X_ MEDIUM ___ HEAVY ___
VERY HEAVY ___

For each physical demand code listed on Page 1, C=Continuously, F=Frenquently, O=Occasionally, and R=Rarely

A. STANDING	O	G. REACHING	F	M. BENDING	O	S. TALKING	F
B. SITTING	F	H. HANDLING	F	N. TWISTING	F	T. FOOT CONTROLS	O
C. WALKING	F	I. FINE DEXTERIT	F	O. CLIMBING	O	U. OTHER:_____	___
D. LIFTING	O	J. KNEELING	O	P. BALANCING	O		
E. CARRYING	F	K. CROUCHING	O	Q. VISION	C		
F. PUSH/PULL	F	L. CRAWLING	R	R. HEARING	C		

THIS IS A DESCRIPTION OF THE WAY THIS JOB IS CURRENTLY PERFORMED; IT DOES NOT ADDRESS THE POTENTIAL FOR ACCOMODATION.

Physical Demand	Description
SITTING	Primary work position at desk and for driving vehicle.
STANDING, WALKING, CLIMBING	To file cabinets, to other offices, to use copier, to get supplies, to go to vehicle for site visits, to attend meetings, to go up and down stairs.
LIFTING, CARRYING, HANDLING	Papers, files, maps, supplies, office equipment, measuring equipment, audio-visual equipment.
FINE DEXTERITY	Operate computer, copier, camera, projector, calculator, writing/drafting instruments.
PUSHING, REACHING, KNEELING, CROUCHING, BENDING, TWISTING	To get supplies from shelves, to operate desk and cabinet drawers, to open and close doors, to take measurements, to operate computer, copier, plotter, and other office equipment.
BALANCING	While walking and carrying materials.
VISION	To see computer monitor, to write, to operate projector and camera, to read forms, files, maps, and correspondence.
HEARING, TALKING	To communicate on the telephone and in person to staff, boards and commissions, and the public.
FOOT CONTROLS	Operation of vehicle.

PHYSICAL DEMANDS **JOB TITLE: Assistant City Planner**

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS

Computer, printer, plotter, copier, calculator, telephone, projector, vehicles.

ENVIRONMENTAL FACTORS

Indoor office, occassional extreme heat or cold outdoors when checking sites.

PROTECTIVE EQUIPMENT

None.

NON-PHYSICAL DEMANDS
Frequency Codes: F= Frequent O= Occasionally R= Rarely

Time Pressures	F	Emergency Situtations	R
Noisy/Distracting Environment	O	Tedious Exacting Work	F
Performing Multiple Tasks Simultaneously	F	Working Closely with Others as part of a Team	F
Danger/Physical Abuse	R	Irregular Schedule/Overtime	F
Frequent Change of Tasks	F	Other (Description Below:)	___

JOB REQUIREMENTS

FORMAL EDUCATION

Bachelors degree in planning, geography, architecture, or other related discipline, and two years of planning experience; or Masters degree in planning or related discipline and one year of planning experience.

EXPERIENCE

Two years with Bachelors degree, or one year with Masters degree. See Formal Education, above.

OTHER REQUIREMENTS

General knowledge of municipal planning functions and Geographic Information Systems.

Experience with historic districts, landmarks, and commissions.

Experience with Adobe Creative Suite, Microsoft PowerPoint, and Google SketchUp.

Posses valid Texas driver's license.

PHYSICAL DEMANDS **JOB TITLE: Assistant City Planner**

READING

College level reading. Understand and interpret maps, plans, and other grapahics. Conduct research on computer.

WRITING

Able to use correct English grammer and punctuation, compose written documents, and annotate maps, plats, and site plans.

MATH

Able to perform algebraic calculations and utilize various computational features of calculators or computer software.

REASONING

Demonstrate initiative in solving problems creatively. Use good judgement establishing priorities and in handling politically sensitive or confidential matters.

SUPERVISORY

Gives direction to Planning/GIS Technician and Development Services Assistant as needed.

MANAGERIAL

None.

INTERPERSONAL

Effective listening and oral communication skills for frequent contacts with staff, public, and boards and commissions.

SIGNATURES - REVIEW AND COMMENT

I have reviewed this job analysis and its attachments and find it to be a fair description of the demands of the job.

Employee - Print Name	Signature	Date
Supervisor- Print Name and Title	Signature	Date

Comments: _____