



## CITY OF LEON VALLEY JOB DESCRIPTION

**JOB TITLE:** Planning and Zoning Director

**DEPARTMENT:** Planning & Zoning Department

**FLSA STATUS:** FLSA Exempt

**EFFECTIVE DATE:** August 27, 2024

**JOB SUMMARY:**

Under the general direction of the City Manager is responsible for the management of the Planning and Zoning Department. This job is responsible for the administration of development services, including planning, zoning and subdivision, building, construction and inspections. As well as long range planning programs for the city, specifically related to the development, implementation of land use, related municipal plans and policies and other related work as directed.

**ESSENTIAL JOB FUNCTIONS:**

*Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position; incumbent must be able to perform all essential job functions of this position and of those duties not identified but relatable to this position or its department.*

**Must be able to:**

Manage, supervise, and evaluate the activities of the Planning and Zoning Department its mission and staff;

Organize and conduct planning related studies;

Manage and keep organized all Planning and Zoning related projects;

Provide in detail information to the public regarding zoning and land use regulations, permitting processes, site requirements, subdivision platting, and other development requirements.

Provide professional counsel and technical advice on matters related to planning, zoning, operation management;

Prepare reports for presentations of technical planning information and staff recommendations concerning development requests to the City Council, Zoning and Land Use Commission, Zoning Board of Adjustment and the general public;

Act as the building official and is responsible for the effective administration of the development, building permit review processes, and retail food establishment inspection program;

Assist in the evaluation of environmental information (including Floodplain) and recommend mitigation measures to reduce adverse impacts of development;

Enforce or assist in the enforcement of ordinances and regulations pertaining to planning and development as contained within the City's Code of Ordinances, and relevant State laws

Manage all city permits and permit software systems;

Efficiently use the City's Permit software System;

Assist with Economic Development Projects;

Attend City Council, Zoning and Land Use Commission, and Board of Adjustment meetings as required;

Prepare department budget by reconciling previous year budget; creating routine expenditures; analyzing sources of income and expenses and creating budget documents;

Interact with public and agencies by answering and resolving complaints; attending conferences and seminars; and attending meetings with department heads and agencies;

Plan and provide resource estimates for multiple projects;

Ensure that subordinate personnel are adequately trained in all aspects of their jobs, to include the proper use of office equipment;

Conduct annual performance evaluation on subordinate staff;

Counsel, perform corrective action or disciplinary action on subordinate staff when necessary;

Read, comprehend and interpret for others City codes, plat maps and basic building plans;

Effectively represent the City to the business community, residents, other governmental entities, and the media;

Ensure that departmental operations are performed in concert with all applicable laws, ordinances and policies/procedures from the City Council and City Manager;

Effectively communicate with elected and appointed officials, supervisors, subordinates, peers, business representatives, the general public, and the media in person, in writing, and by telephone;

Sit for extended periods of time writing reports, correspondence, ordinances and compiling statistical data on computers;

Read interpret and analyze difficult source documents, codes and plans;

Use tact, diplomacy and discretion as required;

Have a working knowledge of building codes, safety codes;

Answer inquiries from public and city officials regarding ordinances and status of City Council communications;

Read, write, and converse fluently in English;

Conduct workplace and equipment inspections to evaluate the safety of the working environment and ensure that corrective action is taken;

Work a flexible schedule, to include evenings hours, weekends, and holidays;

Attend work on a regular basis punctually, predicably and dependably

Have the ability to attend work regularly and predictably;

Have the ability to perform the normal interactive functions of the job, and withstand the normal stresses of the workplace; and

Read, write and understand written instructions, reports, documents, plans and maps;

Possess a working knowledge of general office equipment, procedures, and operations;

Not pose a threat to the health and safety of self or others;

Review and understand subdivision plats and the construction of required improvements;

Review and understand engineering and architecture plans;

Require protective equipment as set out by proper safety standards, such as hard hats, gloves, boots etc.; and

Work closely with others as part of a team.

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE USED:**

Must be able to use, telephone, copier, calendar, and; in a safe manner. Proficient with Windows operating environment and Microsoft Word, Excel, and Power Point. Working knowledge of the City’s financial management software, InCode or willingness to learn. Working knowledge of my Permits Now, the city’s permitting software or willingness to learn.

**ENVIRONMENTAL FACTORS:**

Must be able to work indoors and outdoors in variable temperatures and weather conditions including heat, cold, temperature swings and inclement weather.

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
<b>-Health and Safety Factors-</b>				
Mechanical Hazards				N
Chemical Hazards				N
Electrical Hazards				N
Fire Hazards				N
Explosives				N
Communicable Diseases				N
Physical Danger or Abuse				N
Inclement Weather				R

D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
<b>-Environmental Factors-</b>				
Respiratory Hazards				N
Extreme Temperatures				N
Noise and Vibration				N
Wetness/Humidity				M
Physical Hazards				M

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Must be able to lift and carry a minimum of 20 pounds; climb, kneel, squat, stoop and bend freely. Walks long distances on uneven terrain and hard surfaces. Must be able to maintain all physical demands illustrated in this job description and through the course of employment.

-Physical strength for this position is indicated below with "X"-				
Sedentary X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

Must be able to sit or stand for extended periods of time while performing various tasks.

C Constantly <small>2/3 or more of the time.</small>	F Frequently <small>From 1/3 to 2/3 of the time.</small>	O Occasionally <small>Up to 1/3 of the time.</small>	R Rarely <small>Less than 1 hour per week.</small>	N Never <small>Never occurs.</small>
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*Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.*

-Physical Demand-	-Frequency-	-Brief Description-
Standing	O	Site visits and communicating with co-workers
Sitting	C	at desk
Walking	F	around office environment
Lifting	O	office, supplies
Carrying	O	office supplies
Pushing/Pulling	F	office supplies, office chair file cabinet drawers
Reaching	O	for supplies
Fine Dexterity	F	While working on computer
Kneeling	O	retrieving items from lower shelves/ground
Crouching	O	retrieving items from lower shelves/ground
Crawling	N	
Bending	O	retrieving items from lower shelves/ground
Twisting	O	getting inside vehicle, getting office supplies
Climbing	O	stairs
Balancing	R	While performing everyday task
Vision	C	Viewing computer screen, maps documents
Hearing	C	listening coworkers, residence
Talking	C	communicating with co-workers and public and on telephone
Foot Controls	R	While driving City automobile
Other (specified if applicable)		

**JOB REQUIREMENTS:**

-Description of Minimum Job Requirements-	
Formal Education	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent years of experience. A Masters degree is preferred in public administration, Planning, or urban studies Architecture, Construction Management, Geography, Public Administration, or related field. Equivalent combinations of education and experience will be Considered. Preferred American Institute of Certified Planners (AICP) designation.

Experience	Four (4) years of increasingly responsible urban planning, Municipal Planning, plan review, general city planning, zoning administration, or building code application experience to include one (1) year of supervisory or management experience.
Supervision	Work requires managing and monitoring work performance of a division including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.
Human Collaboration Skills	Communications and discussions may result in decisions regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.
Freedom to Act	Receives Limited Direction: The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.
Technical Skills	Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.
Fiscal Responsibility	Position has major fiscal responsibility. Is responsible for department-wide financial decisions. Assures that appropriate linkages exist between budget requests and departmental goals and objectives. Monitors budget plan, and adjusts as necessary.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Writing	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Valid Texas Motor Vehicle License with the ability to remain eligible to drive under the City's driver evaluation program..

**PRIMARY WORK LOCATION**

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (See Environmental Factors)	
Recreation/Neighborhood Center			