

City of Fort Worth, Texas Job Description

Classification Title	Senior Planner		
Job Code:	PR2501	Job Family:	Professional
Pay Grade	611	Date Reviewed:	07/13/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Performs advanced planning assignments and projects in assigned area of responsibility; may include functioning as a historic preservation officer; and may include supervising, overseeing, and coordinating the work of an assigned division.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Coordinates all aspects of a program and activity within an assigned division; prepares the more complex planning research and analysis activities.
2. Develops annual planning work program including the preparation of program budget specifications; reviews the work plan for assigned planning services and activities; may assign work activities and projects; may review and evaluate work products, methods and procedures; meets with staff to assist in identifying and resolving problems.
3. Communicates with architects, developers, builders, attorneys, contractors, engineers, and the general public and other funding entities regarding City planning and development policies and standards.
4. Reviews, evaluates, and prepares written reports with recommendations; makes oral presentations to various boards and commissions and other groups on a variety of development projects.
5. Continuously monitors and evaluates the quality, responsiveness, efficiency and effectiveness of assigned programs, methods and procedures; works with personnel on the continuous improvement of municipal planning services.
6. Participates in developing the annual work program; recommends and assists in implementation of goals and objects; implements approved policies and procedures.
7. Evaluates the quality, responsiveness, efficiency and effectiveness of the division; works with co-workers on the continuous improvement of the division; responsible for making the division more effective.
8. Participates in senior level staff conferences, and represents the department at meetings with other agencies, City departments and private organizations.

9. Provides staff assistance to top management staff on planning policy issues, land use decisions, and departmental issues; participates on a variety of committees as assigned; prepares and presents technical, and activity reports, as well as other correspondence as appropriate and necessary.
10. Coordinates complex planning activities with those of other divisions, outside agencies and organizations.
11. Answers questions and provides information to the public; investigates complaints and recommends corrective action as necessary to resolve complaints concerning the City's planning functions.
12. Leads in complex planning or development by interpreting plats, plans, drawings and map data, analyzes and compiles data, presents statistical facts and conclusions and maintains effective working relationships with developers, business entities, and public.
13. Conducts studies and develops designs related to artifacts significant in history, architecture, and archeology.
14. Performs other related duties as required.
15. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Methods, principles, and practices of city planning and urban design.
 - Methods and techniques of problem solving, research procedures, and public relations.
 - Principles and practices of urban economics and development.
 - Site planning and architectural design techniques and methods.
 - Current literature, information sources, and research techniques in the field of municipal planning.
 - Principles of municipal budget preparation and control.
 - Principles of training lower level staff.
 - Pertinent Federal, State and local laws, codes and regulations applicable to municipal planning.
 - Public participation process, public approvals process, policy creation and implementation process and the hierarchical structure of government entities.
 - Principles, methodology, practices of research and data collection.
 - Principles and practices of project management.
 - Development process including but not limited to permitting processes, overlay districts standards, and the urban design process review.
- **Skill in:**
 - Planning and organizing.
 - Using computers and related software.
 - Delivering presentations to a wide variety of audiences.
 - Project management.

- **Ability to:**

- Communicate clearly and effectively, both orally and in writing.
- Interpret planning and zoning activities to commissions, boards, developers, and the general public.
- Analyze and compile statistical planning information.
- Prepare and present graphical presentations.
- Perform technical, demographical, and economic studies using mathematical modeling and microcomputers.
- Investigate properties and structures for compliance with current City zoning codes and regulations.
- Interpret and explain City planning and design policies and procedures.
- Prepare clear and concise reports.
- Assist in training and monitoring lower level personnel in planning activities.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Convert large amounts of data, or complicated data, to simple charts, graphs or maps that convey the key information in a visual format.
- Summarize complex subject matter.
- Read construction drawings, including architectural, electrical, mechanical, landscape drawings and detail/ specification sheets.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in Planning, Urban Planning or Design, Public Administration, Urban Geography, or a related field and five years' experience in planning, urban design, workforce development or related field.

OTHER REQUIREMENTS

Valid Texas driver's license.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting and intense noises.

PHYSICAL DEMANDS

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.

Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects.