

Job Description

Job Title: Director of Planning	Date Created: 3/2026
Department: Planning	Date Revised: 3/2026
Job Code:	FLSA: Exempt
Grade: N/A - Executive	

Summary of Duties: Under administrative direction, the Director of Planning plans, organizes, manages, and provides oversight for all functions and activities of the department to include long and short-range planning, urban design, land development, drainage, geographic information systems, and mapping records.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodation so that qualified employees can perform the essential functions of the job.

- Plans, coordinates and directs the activities of the department including contracts for special projects.
- Provides staff assistance to City Council, Planning & Zoning Commission and other related boards in formulating plans, policies, programs and regulations to direct private development and implement the City's Comprehensive Plan.
- Works with citizens, businesses, and developments and other interests to plan for the city's growth and identify and resolve specific development interests.
- Assures new developments comply with city policies and regulations.
- Prepares development-related technical information, reports, maps and data bases needed by management, City Council, boards and commissions and the general public.
- Acts as liaison to Planning and Zoning Commission.
- Recruits, manages, and develops professional and non-professional personnel to conduct the department's work program.
- Coordinates cross-departmental activities and programs with other department directors.
- Prepares recommendations to the City Manager regarding annual budgets, priorities for projects and activities and determines resources required to complete them.
- Coordinates with other city departments to accomplish city and departmental responsibilities.
- Provides general customer service; responds to concerns and inquiries; provides department-related information; resolves problems related to department services.
- Regular and consistent attendance for assigned work schedule is essential.

Marginal Duties:

- Performs other duties as assigned.

Typical Decisions: The incumbent establishes service level priorities and allocates resources accordingly. The incumbent establishes work objectives and performance measures and evaluates the performance against those measures. The incumbent resolves complaints from developers and citizens. The incumbent develops solutions to specific planning, zoning, or management issues. The incumbent resolves issues concerning the interpretation and application of codes, ordinances, and policy documents. The incumbent edits and finalizes the content of recommendations, reports, and presentation materials for publication and public meetings.

Minimum Qualifications:

Knowledge of: Management and administration; planning and development principles and techniques; regulatory methods; drainage, geographic information systems; applicable state and local laws, codes, and ordinances.

Skill in: Providing management, supervision, and direction to subordinate staff; communicating effectively both verbally and in writing; negotiating and resolving issues; operating a personal computer and related software and equipment.

Education: Bachelor's degree in city planning, Public Administration, or related field.

Experience: Seven (7) years of progressively responsible work in a city planning, engineering, or development-related capacity which includes three (3) years of supervisory experience.

Any work-related experience resulting in acceptable proficiency levels in the above minimum qualifications is an acceptable substitute for the above specified education and experience requirements

Licenses and Certifications: Texas Class C driver's license (must obtain within 30 days of hire per state law). American Institute of Certified Planners.

Conditions of Employment: Must pass a drug test, driver license check, and criminal history background check.

Physical Demands and Working Conditions: This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

Employees work primarily in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Occasionally, employees work in the field where incumbents may be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, and mechanical and/or electrical hazards. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

The above statements are intended to describe the general nature and level of work being performed and are not intended to be an exhaustive list of all responsibilities, duties and skills which may be required. The position also requires meeting the essential requirements of the Physical Demands and Working Conditions, with or without reasonable accommodation.