



POSITION DESCRIPTION

CITY PLANNER

\$70,000 - \$90,000, Annually

GENERAL PURPOSE

The City of Jarrell is seeking a skilled and proactive City Planner to manage residential development within the city and its Extraterritorial Jurisdiction (ETJ). This position is crucial for the city's growth and development, ensuring all planning efforts align with current needs and future expansion. The City Planner will be responsible for overseeing zoning, variances, and zoning updates while collaborating closely with the Economic Development Department. Working independently but under the guidance of the Development Services Director, the City Planner will play a pivotal role in helping Jarrell grow sustainably.

SUPERVISION

The City Planner operates independently with general supervision from the Development Services Director. This position involves significant collaboration with multiple city departments, including Public Works and Economic Development, but does not involve direct supervision of other staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversee all aspects of residential development within the city and ETJ, ensuring compliance with city codes, ordinances, and state laws.
- Manage zoning variances, updates, and special use permits, ensuring these align with the city's long-term growth strategies.
- Provide guidance to developers and the public on zoning and development regulations.
- Prepare and present detailed reports to the Planning and Zoning Commission, City Council, and other governmental bodies as needed.
- Facilitate Development Review Committee meetings, recording and distributing meeting notes.
- Assist in drafting and implementing general development regulations, policies, and zoning codes.
- Act as a liaison between community groups, governmental agencies, developers, and elected officials, fostering open communication and transparency.
- Oversee permitting and building inspections, ensuring the delivery of effective and efficient services.
- Collaborate with the Economic Development Department on relevant projects, maintaining an independent reporting structure.

REQUIRED MINIMUM QUALIFICATIONS

- Bachelor's degree in Planning, Urban Development, or a related field.
- At least 4 years of experience in current planning, with a focus on residential development.
- Strong knowledge of zoning, land use, and planning principles specific to residential growth.
- Experience in managing zoning variances, zoning updates, and development regulations.



THE CITY OF

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- Excellent communication and public speaking skills, with the ability to present complex information to various audiences.
- Valid Texas Driver's License with a clean driving record.

PREFERRED QUALIFICATIONS (Optional)

- AICP certification is preferred but not required.
- A Master's degree in Planning or a related field may substitute for two years of experience.
- Experience working in rapidly growing cities similar to Jarrell, such as those in Williamson County.

KNOWLEDGE, SKILLS, AND ABILITIES

- Comprehensive understanding of Texas Local Government Code, especially regarding planning, zoning, and annexation.
- Ability to manage multiple projects simultaneously, meet deadlines, and adapt to changing priorities.
- Proficiency in GIS, Microsoft Office, and other planning-related software.
- Strong collaborative skills, capable of working with various departments and stakeholders to achieve city planning goals.

TOOLS AND EQUIPMENT USED

- Personal computer, including word processing, spreadsheet, and presentation software (Word, Excel, PowerPoint, etc.).
- Enterprise financial software, GIS software, 10-key calculator, telephone, copy machine, fax machine, and other business equipment.

WORK ENVIRONMENT

Work is primarily performed in an office environment, with occasional site visits required. The role may involve attending evening meetings, including Planning and Zoning Commission and City Council sessions.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.