

City of Socorro Job Description

Job Title: Planner I, II, III	Department: Planning & Zoning Department
FLSA Status: Full Time - Exempt	Salary: \$59,987.20 - \$74,796.80
Approved: 09/01/2022	Last Revised: 09/01/2022

Position Summary

Under general supervision, Planner performs specific entry-level, professional planning tasks for the Planning and Zoning department.

Duties, Functions and Responsibilities:

- Performs specific entry-level, professional planning tasks involving research and analysis in the following areas: Subdivision Review, Long-Range Planning, Planning and Zoning Board Case Review, Zoning Administration, or Design Review.
- Tasks include: reviewing submissions against the General Plan and City ordinances, providing information and some explanation to developers, architects, and the general public about the City's ordinances (Zoning and Subdivision) and development standards of various divisions and departments as well as policy direction from boards and Council
- Processing applications to the Planning and Zoning Board, Board of Adjustment, and the Design Review Board including writing reports and making oral presentations.
- Processing annexation requests; reviewing and processing administrative review cases including preparing the approval letters.
- Reviewing and processing subdivisions and analyzing land-use patterns and demographic patterns.
- Explains code requirements and City policy for the requested development use, as well as public hearing requirements and procedures.
- Reviews submissions and recommends changes to the proposed development in order to ensure compliance with ordinance and/or policy requirement and standards as well as professional planning practices.
- Produces professional quality staff reports with clearly organized thoughts using proper sentence structure, punctuation, and grammar in order to explain which codes and policies should apply to consideration of a specific lane-use proposal.
- Enters information into a personal computer (PC) and operates a variety of standards office equipment.
- Reads and interprets site plans, plats, civil drawings, architectural drawings, land surveys, building elevations, landscape plans, and legal descriptions in order to process planning case request.
- Ability to discern color, texture, building and landscape materials, and patterns in order to process planning case requests analyzed for conformance with esthetic standards.
- Uses engineering and architect scales to measure drawings in order to determine property dimensions and location.
- Learns job-related material primarily through verbal instruction and observation of other planners interacting with customers and City personnel, and through reading and discussion of City codes, engineering and transportation standards, development standards, policy documents, demographic analysis, and the application of those codes, standards, analysis, and policies within staff reports.
- Learns job-related material, primarily through verbal instruction, research, and observation in an on-the-job training setting, regarding written City ordinances, development requirements, construction standards, and policies.
- Comprehends and makes inferences from these written documents and exhibits to explain which affects the development proposal or plan.
- Quickly recalls very specific information about City planning codes and policies in order to provide timely answers when several citizens are awaiting information at the same time.
- Knowledge
- Regular worksite attendance is an essential function.
- Responsible for any other duties and assignments issued by the City of Socorro.

City of Socorro Job Description

Planner I (Basic)

\$28.84 - \$32.46

Minimum Qualifications:

- A candidate must possess a bachelor's degree in Urban or Regional Planning, Geography, Urban Design, Architecture, Engineering, Construction Administration or in a related specialized field from an accredited technical or academic institute – master's degree preferred.
- Three (3) years of professional administrative experience in Urban or Regional Planning, Architecture, Engineering, Building Construction, Planning, or Building and Zoning Codes Enforcement.
- Possess a valid Texas class "C" Driver's License.

Planner II (Intermediate)

\$30.54 – \$34.26

Minimum Qualifications:

- A candidate must possess a bachelor's degree in Urban or Regional Planning, Geography, Urban Design, Architecture, Engineering, Construction Administration or in a related specialized field from an accredited technical or academic institute – master's degree preferred.
- Membership in the American Institute of Certified Planners (AICP) within a year of hire.
- Six (6) years of professional administrative experience in Urban or Regional Planning, Architecture, Engineering, Building Construction, Planning, or Building and Zoning Codes Enforcement.
- Possess a valid Texas class "C" Driver's License.

Planner III (Advanced)

\$32.34 – \$35.96

Minimum Qualifications:

- A candidate must possess a bachelor's degree in Urban or Regional Planning, Geography, Urban Design, Architecture, Engineering, Construction Administration or in a related specialized field from an accredited technical or academic institute – master's degree preferred.
- Membership in the American Institute of Certified Planners (AICP).
- Nine (9) years of professional administrative experience in Urban or Regional Planning, Architecture, Engineering, Building Construction, Planning, or Building and Zoning Codes Enforcement.
- Valid Building Official Certification from the International Code Council obtained within six (6) months of hire.
- Possess a valid Texas class "C" Driver's License.

Note: Upon reaching maximum salary level in each category; only COLA increases will be given.

Equipment:

- Operates office equipment such as computers and software, calculator, copy machine, scanner, shredder, fax machine, and multi-line telephone.
- Experience in Accela, AutoCAD, and GIS preferred.

Physical Requirements:

- Must be able to lift, transport, and position items and equipment weighing a minimum of 25 pounds.
- Must be able to remain in a stationary position for extended periods of time.
- Ability to work long hours on a periodic basis.
- Works indoors and outdoors, including adverse weather conditions, such as extreme cold, heat, heights, temperature swings and noise.
- Works in trenches and some exposure to mechanical, radiation, fume/odor and dust/mite hazards.
- The person in this position constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.

Conditions of Employment:

- Pass Pre-Employment Drug Screening.
- Pass Background Check.

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- Work flexible hours and overtime as required.
- Bilingual Skills: English & Spanish preferred.



Mayor

9-1-22

Date



City Manager

9/1/22

Date



Human Resources Director

9/1/22

Date

Employee

Date

