



**Planner**  
Planning and Physical Development

PPD/5  
Pay Grade: 17

**JOB SUMMARY**

This position performs professional planning duties in support of the county's planning operations. An incumbent in this position may be designated "Senior Planner".

**MAJOR DUTIES**

- Assists in all aspects of the oversight and management of regulatory enforcement, permitting, planning, legislative, public relations, and administrative functions of the department; assists in ensuring that the department complies with all federal, state and local laws, rules and regulations.
- Prepares permit applications and performs the initial regulatory review; coordinates application and permitting activities.
- Assists in implementing the county's floodplain management program, including compliance with state and federal program guidelines, the issuance of floodplain development permits, review and evaluation of elevation certificates and flood-proofing certificates.
- Utilizes the geographic information system (GIS) for the purposes of developing recommendations in floodplain management determinations, subdivision enforcement, etc.
- Provides data entry as needed for the maintenance of the department's computerized files and records, with particular emphasis on permitting, regulatory and subdivision files and records.
- Provides assistance in project management and coordination of department activities with other county departments, local municipalities, and state agencies.
- Provides information, guidance and assistance to the general public and other county departments regarding departmental functions.
- Perform any other duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of federal, state and local laws pertaining to planning and subdivision enforcement.
- Knowledge of real estate concepts.
- Knowledge of floodplain management regulations principles.

- Knowledge of GIS principles.
- Knowledge of database management.
- Knowledge of department and county policies and procedures.
- Knowledge of computers and job-related software programs.
- Skill in reading plats, site plans, architectural renderings, and construction plans.
- Skill in the operation of computers and other standard office equipment.
- Skill in planning, organization, and decision making.
- Skill in public speaking and public relations.
- Skill in oral and written communication.
- Ability to communicate in English and Spanish.

#### SUPERVISORY CONTROLS

The Assistant Planning Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

#### GUIDELINES

Guidelines include the Texas Local Government Code, Webb County Model Subdivision rules, the Code of Federal Regulations, the Texas Water Code, and county codes and ordinances. These guidelines require judgment, selection and interpretation in application.

#### COMPLEXITY/SCOPE OF WORK

- The work consists of varied technical planning duties. Frequent interruptions, strict regulations and deadlines, and the need to work with a variety of constituencies contribute to the complexity of the position.
- The purpose of this position is to perform professional planning functions in support of department operations. Successful performance helps ensure compliance with all relevant codes, regulations and laws.

#### CONTACTS

- Contacts are typically with the co-workers, engineers, architects, contractors, attorneys, developers, elected and appointed officials, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, provide services, and justify, negotiate, or settle matters.

**PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light and heavy objects, climbs ladders, and distinguishes between shades of color.
- The work is typically performed in an office.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

- None.
- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- This position *is covered* by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County policies.

**MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree from an accredited college or university in a course of study related to the occupational field.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Must have a high school diploma or GED from an accredited institution.

**ACKNOWLEDGEMENT**

The undersigned have read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

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Employee's Signature

Print Name

Date

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Supervisor's Signature

Print Name

Date