POSITION DESCRIPTION
TOWN OF ARGYLE, TEXAS

POSITION TITLE: Principal Planner

DESCRIPTION DATE: May 5, 2022

DEPARTMENT: Community Development

REPORTS TO: Community Development Director

POSITION SUMMARY: Under the direction of the Community Development Director, acts as the project manager and project coordinator on current and long-range planning activities, including preparing and presenting staff reports and ordinance revisions and providing technical planning and zoning assistance to the public and town departments. This position will also be responsible for supervising the permit clerk and act as the manager for permit-related applications.

ESSENTIAL JOB FUNCTIONS:

• Processes development and related land use permit applications, develops plans, plats, variance applications; examines applications for compliance with established plans and ordinances, and applicable local, state, or federal regulations; solicits input from appropriate staff, schedules public hearings and associated actions, monitors permits and development applications throughout the approval process, enforces compliance with regulations.

• Collaborates with the Community Development Director to effectively lead, manage, work with and coordinate the recommendations of other departments, divisions, and groups, both internal and external, in the review of development applications, long range plans, and special reports.

• Responds to various inquiries (e.g., other departments, citizens, committees/commissions, Town Council, local authorities, civic leaders, developers, architects, land planning professionals) regarding specific projects in order to expedite services by providing technical and professional information, assistance, and guidance regarding planning and community development.

• Timely administration of the zoning process, platting process, variances, special exceptions, and related activities according to established procedures, applicable statutes, and performance expectations of the Department.
• Facilitates meetings of the Planning and Zoning Commission and act as the primary liaison for the Commission. Assists with and/or facilitates meeting with Zoning Board of Adjustment, community groups, other departments, consultants and Town Council when assigned.

MINIMUM QUALIFICATIONS:
Knowledge, Skills and Abilities Required:
• Advanced knowledge of the fundamental principles, concepts, practices and theories of urban planning; including ability to train staff on permitting process.
• Knowledge and experience related to comprehensive and neighborhood planning principles.
• Knowledge and experience related to GIS, and the ability to create maps, and prepare audio-visual presentations.
• Knowledge and experience related to research methodology and techniques for organizing and analyzing complex data, including computer applications related to project management, spreadsheet, database, and word processing programs.
• Knowledge and experience related to federal and state laws and regulations relating to planning, zoning, site planning, and urban development.
• Proven skills to effectively work with other employees, the public, consultants, Boards, Commissions, and Town Council by oral, graphic, and written means.
• Proven skill in researching, analyzing, generating data, and formulating conclusions and recommendations.
• Proven skill in presenting complex issues to the Planning and Zoning Commission, Town Council, other boards and commissions, and the general public.
• Ability to thoroughly and comprehensively evaluate all aspects of subdivision plats, development plans, and zoning cases.
• Ability to write reports that require limited editing, and evaluate demographic, zoning, economic, geographic, and infrastructure information.
• Ability to show competency in possessing a working knowledge of the internal processes, ordinances and policies of the department.

Minimum Qualifying Education and Experience:
• Bachelor’s Degree in urban and regional planning, geography/GIS, political science/public administration, architecture, environmental science, landscape architecture, business or related field plus five (5) years of related experience; or a Master's Degree in urban and regional
planning, geography/GIS, political science/public administration, architecture, environmental science, landscape architecture, business, or related field and four (4) years related experience.

- American Institute of Certified Planners (AICP) preferred.

**DISCLAIMERS:**
This job description is:
1. Intended to describe the general nature and level of work being performed by any employee assigned to this job title. It is not intended to be a complete list of all job duties, responsibilities, and/or behaviors of employees in this job. It is intended to describe the essential functions of the position that a qualified individual must be able to perform, either with or without reasonable accommodation.
2. Not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under their supervision.
3. Not an employment agreement or contract. The Town of Argyle has the exclusive right to alter this job description at any time without notice as the needs of the employer and requirements of the job change.

A criminal history, driver's license check, and drug test are required for employment.

*In compliance with the Americans with Disabilities Act, the Town of Argyle will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

*The Town of Argyle does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services. The Town is an equal opportunity employer.*
ACKNOWLEDGEMENT

As evidenced by my signature below, I have read my job description and have fully understood my duties and responsibilities related to my employment with the Town of Argyle. I also acknowledge that I am qualified to perform these duties and, with or without reasonable accommodation, can perform the essential functions of this position as described. Further, I understand that if, at any time, I am unclear as to what my job duties and responsibilities are or what is expected of me, I will notify management immediately to interpret these duties and expectations.

Signature/Approval

Date: __________________________

______________________________  ________________________________
Employee                     Employee Printed Name

______________________________
Department Head

**Regular and consistent attendance for the assigned work hours is essential.

***May occasionally be required to work on-call, weekends, and evenings.