



CITY OF MCKINNEY  
invites applications for the position of:

# Planner I

An Equal Opportunity Employer

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**SALARY:** \$22.32 - \$27.34 Hourly  
\$1,785.36 - \$2,187.07 Biweekly  
\$46,419.45 - \$56,863.80 Annually

**OPENING DATE:** 03/17/16

**CLOSING DATE:** 03/31/16 05:00 PM

**SUMMARY:**

Under general supervision by the Planning Manager, the purpose of the position is to review and analyze current planning proposals and to provide recommendations to appointed and elected officials; to advise developers, property owners and the public through the development process; perform technical reviews of site and subdivision plans, and prepare technical reports AND/OR to prepare and update the Comprehensive Plan, perform special area and sector studies, research special issues and develop and recommend new city policies, and other long-range planning duties AND/OR handles citizen concerns regarding GIS matters; creates, analyzes, and maintains a wide variety of Geospatial and Information Systems (GIS) databases, documentation, information, and map layers. Performs other work as assigned.

**ESSENTIAL FUNCTIONS/KNOWLEDGE, SKILLS, & ABILITIES:**

**DUTIES AND RESPONSIBILITIES**

Prepares staff reports and make recommendations on subdivision plats, zoning cases, right-of-way vacations, specific use permits, annexation proceedings, and site and plans for the Planning and Zoning Commission and City Council AND/OR develops, drafts, and recommends action on long-range planning studies to the Planning and Zoning Commission and City Council AND/OR creates, analyzes, and maintains a wide variety of Geospatial and Information Systems (GIS) databases, documentation, information, and map layers.

Reviews site plans, plats, and landscape plans AND/OR conducts long range planning studies AND/OR creates and manipulates GIS databases and related information.

Prepares amendments to the zoning ordinance AND/OR prepares long range planning studies AND/OR prepares maps and exhibits.

Advises public and developers on the development process for site plan approval, platting, zoning, and impact fees AND/OR advises the public and developers on long range planning issues AND/OR handles inquiries regarding geospatial and information systems.

Interprets the Comprehensive Plan and applies its goals and policies for proposed development and analysis and review and recommendation.

Meets with key City Staff to coordinate implementation of City development standards, policies, and the Comprehensive Plan.

Meets with and makes presentations to City staff, city officials, elected and appointed officials, and boards to discuss proposed developments AND/OR long range planning issues.

Comply with all written City policies and procedures.

Adhere to assigned work schedule as outlined in City and department attendance policies and procedures.

**KNOWLEDGE, SKILLS, ABILITIES & BEHAVIORS**

Requires the ability to evaluate, audit, deduce, and/or assess data and/or information using established criteria. Includes exercise of discretion in determining actual or probable consequences, and in referencing such evaluation to identify and select alternatives.

Requires the ability to provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations.

Requires strong analytical skills and the ability to communicate effectively both in writing and verbally.

Requires the ability to develop spatial data analysis using GIS software.

Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Requires the ability to utilize a variety of advisory and design data and information, such as zoning and subdivision codes, planning maps, state statutes and city ordinances.

Requires the ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving evaluation of information against measurable or verifiable criteria.

Requires the ability to perform semi-skilled coordinated movements, such as performing data entry on a computer, operating a vehicle, and utilizing an engineering scale.

The ability to work in a team environment; contribute as a team member and treat co-workers, subordinates and customers with respect.

Build professional relationships with internal staff and customers.

Offer flexibility and adaptability, especially during times of change.

**REQUIRED QUALIFICATIONS:**

Bachelor's degree in Planning, Geography, or closely related field AND six (6) months previous experience and/or training involving the review and development of planning recommendations.

**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.**

### **PREFERRED QUALIFICATIONS**

Master's degree in Planning, Geography, or closely related field preferred.  
AICP certification preferred.

### **PHYSICAL DEMANDS/SUPPLEMENTAL:**

#### **PHYSICAL DEMANDS**

Tasks involve the ability to exert light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (25 pounds). Tasks may involve extended periods of time at a keyboard or work station. Some tasks require visual and sound perception and discrimination and oral communications ability.

### **WORK ENVIRONMENT**

Essential functions are regularly performed without exposure to adverse environmental conditions.

### **SUPPLEMENTAL**

The above statements describe the general nature and level of work being performed as of the date of preparation and approval. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the position. Employees holding this position will be required to perform any other job-related duties as requested by management. The job description does not constitute an employment agreement between the employer and employee, and all requirements are subject to possible modification to reasonably accommodate individuals with disabilities.