



CITY OF MCKINNEY
invites applications for the position of:

Planner II

An Equal Opportunity Employer

SALARY: \$25.31 - \$31.01 Hourly
\$2,025.01 - \$2,480.63 Biweekly
\$52,650.15 - \$64,496.25 Annually

OPENING DATE: 03/17/16

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

SUMMARY:

Under limited supervision, the purpose of the position is to review and analyze complex 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. Position is responsible for working with elected and appointed governing bodies, city departments, other public agencies, developers, and the public to ensure projects meet approved quality standards established by the City. Performs other work as assigned.

ESSENTIAL FUNCTIONS/KNOWLEDGE, SKILLS, & ABILITIES:

1. Prepares staff reports and make recommendations on complex subdivision plats, zoning cases, right-of-way vacations, specific use permits (SUPs), annexation proceedings, and site and concept plans for the Planning and Zoning Commission and City Council AND/OR develops, drafts, and recommends action on complex 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.
2. Acts as the primary back up to the Planning Manager.
3. Supervises technical and support personnel; supervisory duties including instructing, assigning, reviewing and planning work of others; monitoring standards; coordinating activities; and recommending employee transfers, promotions, and salary increases as appropriate.
4. Reviews site plans, plats, and landscape plans AND/OR conducts long range planning studies AND/OR creates and manipulates GIS databases and related information.
5. Prepares amendments to the zoning ordinance AND/OR prepares long range planning studies AND/OR prepares maps and exhibits.

6. Handles Planning and Zoning Commission AND/OR City Council meetings as needed.
7. Provides general direction to Planner I on development cases AND/OR long range planning projects AND/OR GIS projects.
8. 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 advises the public on GIS related issues.
9. Interprets the Comprehensive Plan and applies its goals and policies for proposed development and analysis and review and recommendation.
10. Meets with key City Staff to coordinate implementation of City development standards, policies, and the Comprehensive Plan.
11. Meets with City staff, city officials, elected and appointed officials, and boards to discuss proposed developments AND/OR long range planning issues AND/OR GIS related issues.
12. Performs field inspections of development property, from site visits during application review to final Certificate of Occupancy inspections.
13. Provide timely, accurate and thorough performance evaluations for supervised employees.
14. Assists and serves on various committees as needed.
15. Comply with all written City policies and procedures.
16. 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 provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations.
- 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.
- Pass a drug screen and a background check.
- 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.
- Communicate effectively both orally and in writing.

REQUIRED QUALIFICATIONS:

Bachelor's degree in Planning, Geography, or closely related field AND (1) year previous experience and/or training involving the review and development of planning recommendations; or an equivalent combination of education, training, and experience.

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 AND/OR AICP certification preferred.

Supervisory experience preferred.

PHYSICAL DEMANDS/SUPPLEMENTAL:

PHYSICAL DEMANDS

Over two-thirds of on-the-job time is spent talking, hearing, and sitting.

Between one-thirds and two-thirds of on-the-job time is spent using one's hands to touch, handle or feel objects.

Less than one-third of on-the-job time is spent standing, walking and reaching with one's hands and arms.

The ability to lift and / or exert force up to ten (10) pounds may be required over two-thirds of the time.

There is limited exposure to 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.