

**CITY OF MARSHALL**  
**Human Resources Division**  
401 S. Alamo Blvd.  
Marshall, TX 75670

(903) 935-4426 Office  
(903) 935-4429 Fax  
(903) 935-4454 Job Line  
[www.marshalltexas.net](http://www.marshalltexas.net)

**EMPLOYMENT OPPORTUNITY ANNOUNCEMENT**

**JOB TITLE:** **PLANNER**

**JOB NUMBER:** **201614**

**DEPARTMENT /  
DIVISION:** **Planning & Development Department**

**EXAMPLES  
OF DUTIES:** Coordinates and assists in current and comprehensive planning activities including zoning changes, site plan review, and provides case management formulating long-range development plans and policies. Provides professional planning services in relation to economic development, growth management, redevelopment, and code enforcement. Conducts planning research and analysis; prepares and presents staff reports; provides planning recommendations to the Planning and Zoning Commission and Zoning Board of Adjustment. Participates in developing and implementing long-range municipal land use plans. Researches and reviews code amendments and/or new code regulations for other municipalities. Responds to various types of planning inquiries; interprets and explains the City codes and regulations. Collects a variety of statistical data and prepares reports and maps on topics such as census information, land use, tax base data, and occupancy rates. Assists in neighborhood planning, revitalization and preservation activities. In conjunction with the Director, oversees the Community Development Block Grant program. Conducts field evaluations and assessments. Attend evening and/or weekend meetings as needed.

**MINIMUM  
QUALIFICATIONS  
AND EXPERIENCE:**

Bachelor's degree from an accredited college/university with major course work in public administration, urban planning or closely related field with one year of professional planning experience. A combination of work and education may substitute for the degree. Must be able to rapidly learn and perform tasks, coordinate activities of other staff members, and work closely with others as part of a team. Must be able to communicate effectively, assimilate and understand information, maintain composure during situations of conflict, and interact professionally with staff, contractors, design professionals, and the general public. Requires ability to work under minimal supervision and prioritize work assignments. Must have a valid driver's license.

**SALARY  
INFORMATION:** 18.635 per hour

**CONTACT  
INFORMATION:** **HUMAN RESOURCES DIVISION, CITY HALL**  
401 S. Alamo Blvd  
Marshall, TX 75670  
**(903) 935-4425**

**ADDITIONAL  
INFORMATION:** Must demonstrate physical fitness, and pass medical, physical, psychological, and polygraph examination(s) and drug screening test as authorized by law. Must have a valid Texas driver's license and an acceptable driving record.

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**DATE POSTED:** **August 12, 2016**  
**LAST DAY TO APPLY:** **Open until filled**

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