



CITY OF MCKINNEY
invites applications for the position of:
Planning Manager

An Equal Opportunity Employer

SALARY: \$32.56 - \$39.89 Hourly
\$2,605.09 - \$3,191.23 Biweekly
\$67,732.35 - \$82,972.05 Annually

OPENING DATE: 10/22/15

CLOSING DATE: 11/13/15 05:00 PM

SUMMARY:

Under general direction, the purpose of the position is to manage the Development Review (Current Planning) Section, the Comprehensive (Long-Range) Planning AND/OR the Downtown Development Section of the Planning Department; supervise and train employees within the section; monitor the efficiency of methods and procedures utilized by the section; resolve complaints and inquiries; coordinate the preparation and presentation of the technical review of development proposals to the Tax Increment Reinvestment Zone (TIRZ) Board(s), Historic Preservation Advisory Board, Planning and Zoning Commission and the City Council; to advise developers, property owners and the public of the development process; coordinate the preparation and/or update of the Comprehensive Plan and special area and sector studies; develop and recommend new city policies and other comprehensive planning duties; administer the implementation of the tax increment reinvestment zone; and coordinate development, redevelopment and historic preservation in and around McKinney's Historic Downtown; and. Employees in this classification perform professional and managerial work. This position is responsible for working closely with elected and appointed officials, other city departments, public agencies, developers and the public to secure current and future development in meeting quality standards established by the City.

ESSENTIAL FUNCTIONS/KNOWLEDGE, SKILLS, & ABILITIES:

DUTIES AND RESPONSIBILITIES

Manages the day to day operations of the Development Review (Current Planning) Section, the Comprehensive (Long-Range) Planning Section and/or the Downtown Development Section of the Planning Department.

Manages professional, technical, and clerical personnel of the Development Review (Current Planning) Section, the Comprehensive (Long-Range) Planning and/or the Downtown Development Section of the Planning Department. Managerial duties include, but are not limited to: instructing; assigning, reviewing and planning the work of others; monitoring standards; coordinating activities; allocating personnel; and recommending employee transfers, promotions, and salary increases as appropriate.

Reviews and manages the recommendation of actions on subdivision plats, general development plans, concept plans, specific use permits, meritorious exceptions, zoning cases, site plans/landscape plans, annexation and disannexation cases, and right of way vacations to Planning and Zoning Commission and City Council, and/or Reviews and manages the recommendation of actions on comprehensive planning studies to the Planning and Zoning Commission and City Council.

Manages the processing of all current planning applications, including staff review, staff reports to Planning and Zoning Commission and City Council, legal notification requirements, and assignments of cases to each planner, and/or manages the processing of all long-range planning projects, including special meetings, research and analysis of data and other information, drafting proposals and studies, and assignments of projects to each planner.

Reviews and manages the recommendation of actions on applications for the Historic Neighborhood Improvement Zone Program, Neighborhood Empowerment Zone and Certificates of Appropriateness for our Historic District using national, state and municipal standards.

Manages the recruitment, selection, and coordination with consultants which are contracted to provide professional services.

Acts as back-up to the Planning Director; assumes the role of Director in the Planning Director's absence.

Advises developers, property owners, and the public regarding current, long-range and/or downtown development planning issues.

Resolves citizen and developer complaints.

Prepares ordinances, resolutions and/or policies for TIRZ Board and/or City Council adoption.

Conducts organizational and operational studies and recommends modifications to affected programs, policies, and procedures.

Performs public relations and outreach work related to planning and development activities.

Provides backup for and gives direction to the staff planners with all current planning cases and development issues, and/or provides backup for and direction to the staff planners with all long-range planning studies and special projects.

Performs the duties of the Town Center Development Coordinator as established by the "MTC" - McKinney Town Center zoning district which includes, but is not limited to the processing of development applications within the district.

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

Interprets and explains the zoning ordinance, including permitted uses, development standards, definitions of uses, and zoning maps.

Interprets subdivision plats for compliance with conditions of approval, prior to filing for public record at the county.

Develops and/or implements the Roadway and Utilities Impact Fee Ordinances.

Manages the implementation of the TIRZ district(s) and presents to the TIRZ Board(s).

Reviews State statutes for local government responsibilities regarding land development issues to ensure that the City is following proper processes, and discusses with City Attorney as needed.

Assists in ensuring that the City Council's goals and focus areas are being satisfied and properly addressed.

Performs and manages the performance of field inspections of development property, from site visits during application review to final Certificate of Occupancy inspections and/or performs area studies including windshield surveys, neighborhood and area surveys, and other field work.

Presents and manages the presentation of staff reports and/or long-range planning studies to the Planning and Zoning Commission and City Council.

Meets with and manages others' interactions with key City Staff to coordinate development and/or implementation of City development standards and policies including: coordination of the Development Review Committee meeting; and meetings with the City Engineer, Fire Marshal, City Attorney, City Manager, City Secretary, Chief Building Official, Parks, Recreation and Open Space Director, etc.

Coordinates the negotiation, execution, and implementation of developer and facilities agreements.

Assists Executive Director of Development Services and Planning Director with major ordinance updates.

Assists Engineering Department in the issuance of development permits by reviewing construction plans and subdivision plats.

Assists Code Administration in the issuance of building permits by reviewing commercial and multi-family building permit site plans and landscape plans.

Complies with all city policies and procedures, including those defined in the City of McKinney Employee Handbook

Adheres to assigned work schedule as outlined in city and department attendance policies and procedures.

Provides timely, accurate and thorough performance evaluations for managed employees.

Drives to and from destinations as assigned by the Director.

KNOWLEDGE, SKILLS AND ABILITIES

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

Requires the ability to apply principles of persuasion and/or influence over others in a managerial capacity.

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 wide variety of reference, descriptive, and/or advisory data and information.

Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

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

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

Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

Requires the ability to perform simple movements requiring moderate coordination, such as those required to operate office equipment or computer equipment. Requires the ability to perform semi-skilled coordinated movements, such as those required to operate motor vehicles.

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

Requires the ability to build professional relationships with internal staff and customers.

Requires the ability to offer flexibility and adaptability, especially during times of change.

Requires the ability to communicate effectively both orally and in writing with citizens and elected and appointed officials.

Requires the ability to focus on minute details in an attempt to ensure error-free, high-quality results while simultaneously motivating employees to achieve the same error-free, high-quality results.

REQUIRED QUALIFICATIONS:

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

OR

Master's degree in Planning, Geography, Historic Preservation or closely related field and three (3) years 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, Historic Preservation or closely related field.

AICP certification.

**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

Tasks are generally 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.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.mckinneytexas.org>

[Map](#)

Job #15160020
PLANNING MANAGER
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OUR OFFICE IS LOCATED AT:

314 S. Chestnut, Suite 102

McKinney, TX 75069

972-547-7564

rheld@mckinneytexas.org

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Planning Manager Supplemental Questionnaire

- * 1. Highest level of education completed?

- * 2. Total number of years reviewing development applications?

- * 3. Total number of years processing Zoning Ordinance amendments and Comprehensive Plan amendments?

- * Required Question