

**JOB VACANCY ANNOUNCEMENT
CITY OF HARLINGEN**

Job Title: City Planner
Department: Planning & Zoning
Opening Date: 05/31/2018

Pay Rate: DOQ
Job Status: Full Time
Closing Date: Open Until Filled

JOB SUMMARY:

The City Planner performs planning, research and administrative work in directing the activities of the Planning & Development Department by reviewing plats for solutions and compliance with codes, ordinance and technical completeness. Schedules plat reviews in a timely manner and coordinates review with other staff and other review bodies in order to ensure that plats are sufficiently complete and have appropriate reference information. Assist in performing site plan reviews for zoning code compliance; interpreting zoning codes; processing petitions for zoning changes; examining documents for technical completeness; and scheduling public hearings, as required. Will consist of driving a City/personal vehicle for City business. Work is performed under the general supervision of the Planning & Development Director.

QUALIFICATIONS:

- Knowledge of principles and practices of rural and urban planning.
- Knowledge of the Texas Local Government Code, governmental programs, laws, grants and services pertinent to the planning process.
- Public speaking and presenting experience.
- Bachelor's Degree from a four-year college and one year of municipal planning experience; or five years related experience; or a combination of education and experience.
- Must possess a valid Texas driver's license.

PHYSICAL REQUIREMENTS:

The employee frequently is required to sit and use hands and fingers. The employee is occasionally required to lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

Applicant must successfully pass a pre-employment Drug and Alcohol screening, Background check and Functional Assessment prior to employment by City of Harlingen.

BENEFITS:

The City offers excellent benefits including paid holidays, vacation, sick leave, health and life insurance, a retirement system and optional deferred compensation programs.

HOW TO APPLY: Applications are available at City of Harlingen City Hall, 118 E. Tyler, Harlingen, Texas 78550 City Website: www.myharlingen.us

THE CITY OF HARLINGEN IS AN EQUAL EMPLOYMENT OPPORTUNITY/DRUG FREE EMPLOYER