



Position Description

Position Title:	Planning Director	Position Code:
Department:	Planning	
FLSA Status:	Exempt	
Revision History:	03/12/2018	
Emergency Status:	Emergency Essential	
Organization:	City of South Padre Island	
Address:	4601 Padre Blvd, South Padre Island, TX 78597	
Work Location:	South Padre Island Municipal Complex	
Web Address:	www.MySPI.org	

Leadership

Supervisor:	Assistant City Manager
Direct Reports:	Administrative Assistant

Position Purpose

Performs a variety of administrative and technical work in the current and long range planning programs of the City; related to the development and implementation of land use, related municipal plans and policies and facilitating business development. Serves as the Business Development Facilitator for the City.

Essential Functions

- Responsible for developing a long range planning program with goals, objectives, and implementation measures for the City.
- Gathers, interprets, and prepares data for studies, reports and recommendations for decision-making purposes.
- Responsible for the administration and enforcement of zoning, subdivision, form based codes, sign ordinance, etc.
- Assists in the development and implementation of growth management, land use, economic development, facilities, or other plans and codes to meet the City's needs and any inter-governmental agreements or requirements.
- Evaluates land use proposals to ensure compliance with applicable City, State or Federal laws for conformity to establish plans and ordinances; evaluates proposals' development impact as they relate to the adopted plans of the City and makes recommendations.
- Base Mapping: Develop and maintain city base mapping to include City base map; zoning map, future Land Use Plan, Thoroughfare Plan Map and existing land use map.
- Provides staff support to the boards and commissions as assigned.



- Assists City staff in the enforcement of local ordinances and in interpreting city codes and master plans.
- Assists in designs for parks, streets, landscapes and other municipal projects.
- Responds to local citizens inquiring about city planning and zoning regulations and ordinances.
- Represents the organization on regional/local boards.
- Implements Comprehensive Plan or other planning projects.
- Evaluates planning-related legislation and applicability to department projects.
- Assists in evaluation of submitted building project plans to ensure compliance with all applicable codes.

Secondary Functions

This position also acts as the Business Development Facilitator for the City of South Padre Island to include the following essential duties and responsibilities:

- Receive and engage both existing and potential new business owners and/or operators, with the intent of quickly identifying and resolving their questions, problems and suggestions regarding City ordinances, procedures and processes related to business establishment, maintenance and operations.
- Assist members of the business community in their understanding of and compliance with City ordinances, functioning in a highly proactive manner so as to minimize the need for the business owner/operator to do extensive research or analysis to reach a clear and functional level of comprehension.
- Develop and maintain a very comprehensive knowledge and understanding of City ordinances related to business establishment and operation, with clear emphasis on the ability to “translate” this information into lay terms that our municipal services customers can readily understand.
- Actively use the free and open access to all City departments and officials available to this position to the very best advantage of the municipal services customer so as to cut through bureaucratic obstacles with every opportunity to do so.
- Exercise the ready access to the City Manager when necessary and appropriate to seek variances from or exceptions to processes or procedures or assistance with appeals.
- Assist the municipal services customer in application processes, and seek opportunities to streamline such processes through administrative or legislative means.
- Serves as a member of various committees as assigned.
- Performs all other duties as assigned.

Capital and/or Fiscal Responsibility



- Responsible for adhering to all City of South Padre Island Purchasing Policies while performing purchasing tasks.
- Prepares division/department/organization operations budgets.

Credentials (minimum preferred)

Knowledge/Skills/Abilities

- Considerable knowledge of the theory, principles and techniques of the planning profession and development process.
- Considerable knowledge of federal, state and local laws, ordinances and codes pertaining to a wide variety of planning topics.
- Considerable knowledge of principles of personnel management, including supervision, training and performance evaluation.
- Considerable knowledge of the methods and techniques of research and analysis.
- Considerable knowledge of the principles of budgeting and finance.
- Knowledge of real estate terminology, laws, practices, principles, and regulations.
- Knowledge of computer applications including Microsoft Office, Internet applications, and GIS.
- Knowledge of and experience in the administration of zoning laws and comprehensive plans including their formation, process of adoption, and enforcement.
- Considerable knowledge of form based code.
- Skill in the operation of the listed tools and equipment.
- Strong problem-solving and negotiation skills.
- Skill and ability to manage day-to-day operations.
- Strong skill in written and oral communication, including the editing, oversight or preparation of technical reports, and the presentation of information to government entities and various committees.
- Strong interpersonal and public relations skills to work effectively with various officials, staff, citizens and other customers.
- Strong organizational skills.
- Ability to understand and manage high-profile, sensitive or controversial political situations.
- Ability to exercise sound and independent judgment within general policy guidelines.

Formal Education/Certification/Licenses

- Must possess a valid State driver's license or have the ability to obtain one.
- Bachelor's degree in urban planning, public administration or a related field.



- American Institute of Certified Planner (AICP) certification preferred.

Prior Experience

- Minimum of seven (7) years of progressive responsible experience related to municipal planning with at least (3) years executive experience or any equivalent combination of education and experience, to be determined by the employer.

Language Requirements

- Bilingual: Spanish and English preferred.

Tools and Equipment Used

Personal computer; GIS/CADD; software applications such as: word, spreadsheet, database and power point; motor vehicle, telephone, mobile radio, fax, copy machine and other related equipment.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk; lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed mostly in air-conditioned office settings, although considerable outdoor work may be required at times in the inspection of land use developments, construction sites or public works facilities. The noise level in the work environment is usually quiet to moderately noisy.

Selection Guidelines

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

Acknowledgement

This position description does not constitute an employment agreement and is subject to change. This description is intended to indicate the types of outcomes, essential duties and



levels of work difficulty required for this position. Other outcomes and/or responsibilities may be added, deleted or changed at anytime, and the discretion of management, formally or informally, either verbally or in writing. I have read and understand the duties required of this position and further affirm that I am physically and mentally able to perform the duties as described.

Employee (print name): _____

Employee (signature): _____

Date: _____