



CITY OF EL PASO
Established Date: Dec 21, 2021
Revision Date: Jan 5, 2022

Chief Planner

Apply via the City website

Class Code:
U1936 PM 134

SALARY RANGE

\$30.15 - \$46.13 Hourly
\$2,411.99 - \$3,690.35 Biweekly
\$5,225.99 - \$7,995.76 Monthly
\$62,711.85 - \$95,949.14 Annually

FLSA:

Exempt

MINIMUM QUALIFICATIONS:

Education and Experience: A Bachelor's degree in Urban or Regional Planning or Design, Architecture, Business or Public Administration, Transportation, Historic Preservation or related field and four (4) years professional experience in Urban or Regional Planning, including two (2) years of supervisory or lead experience.

Licenses and Certificates: Some positions may require a Texas Class "C" Driver's License or equivalent from another state.

GENERAL PURPOSE:

Under general direction, develop, implement, supervise and be accountable for advanced professional planning work, historic designation research and administrative functions.

TYPICAL DUTIES:

Plan, review, direct and supervise planning projects as assigned in areas including zoning, subdivisions, long range, or historic preservation. Involves: Direct and conduct highly technical research and analysis, evaluate findings, identify significant issues, determine options, and develop recommendations on difficult and complex projects. Supervise the generation of maps, reports, presentations, and graphic representations in support of development items. Direct site plan review and site analysis for project site selection and provide design feedback. Conduct demographic, land use, and zoning/subdivision analysis and present research data to the community and officials. Identify and research properties

that may qualify for historic designation and implement recommendations as appropriate.

Plan, review and direct the upkeep of the Comprehensive Plan. Involves: Review preliminary and final plats, design and construction plans. Supervise and conduct site inspections for approval on major development projects. Review the processing of applications to ensure compliance with state and local regulations and adherence with the City's Comprehensive Plan. Research and prepare updates to maps and text of Comprehensive Plan. Plan and manage the distribution of surveys and associated research for property ownership and zoning. Prepare recommendation on rezoning applications, zoning ordinance revisions, and other items that impact the Comprehensive Plan.

Plan, implement and supervise historic, architectural and archaeological preservation projects and activities. Involves: Develop, implement, and evaluate City programs, policies, and procedures related to historic preservation. Review, assess, and provide recommendations of requests for Certificate of Appropriateness. Provide professional judgment in interpreting proposed alterations to historic buildings and apply guidelines that pertain to historic buildings and other historic properties with specific reference to practical application of the Secretary of Interior's Standards for the Treatment of Historic Properties. Provide notice, research background material, prepare reports and proposals, receive and process appeals. Prepare grant applications for federal, state, and foundation funding for historic preservation. Source local financial assistance. Oversee surveys and create inventories of sites and structures and make recommendations for designation of Historic Districts. Monitor threats to historic landmarks and make recommendations. Assure contractors meet eligibility requirements for receiving historic preservation contracts. Promote awareness of planning and historic preservation concepts and goals.

Interpret policies, rules, laws and guidelines for area of assignment. Includes: Interpretation of zoning and subdivision requirements, comprehensive planning documents, land development applications, land use documents, and other planning documents. Prepare complex and comprehensive documents for comprehensive plans, data analysis, grant applications, special reports, and recommendations. Meet with design professionals to discuss designs, design changes, and provide resolutions.

Represent the department and provide technical support, information, and guidance on planning and historic preservation items. Involves: Review, research and recommend innovations for existing or proposed plans, policies and processes to improve program effectiveness and service efficiency, and implement approved changes. Represent the department at City Council, attend board and committee meetings, citizen group meetings, and other gatherings. Serve as liaison to private sector, local, state, and national organizations.

Supervise assigned personnel. Involves: Schedule, assign, instruct, guide, and check work. Appraise employee performance. Provide for training and development. Enforce personnel rules and regulations and work behavior standards firmly and impartially. Counsel, motivate and maintain harmony. Interview applicants. Recommend hiring, termination, transfers, discipline, merit pay, or other employee status changes.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Application of considerable knowledge of urban planning principles, practices, and methods.
- Application of considerable knowledge of data gathering, research methods, and techniques.
- Application of considerable knowledge of design principles, techniques, and practices as applied to site design, streetscape, and public spaces.

- Application of considerable knowledge of historic preservation and architecture styles and designs.
- Application of good knowledge of applicable federal, state, and local laws and ordinances.
- Application of good knowledge of development issues and concerns, neighborhoods, development process, land use law, zoning and subdivision regulations, land use economics, and planning techniques.
- Application of good knowledge of geographical information systems.
- Application of good knowledge of project management.
- Application of some knowledge of supervisory techniques.
- Conduct research, compile data, analyze findings, identify key issues, and prepare professional recommendations, graphics, and detailed reports.
- Knowledge and the ability to use various types of software in a proficient manner, including [\[EJA1\]](#) GIS Systems, and Adobe Creative Suite.
- Interpret and explain City ordinances and policies, review site plans, and analyze potential impact.
- Plan, organize, and manage the activities of project teams.
- Establish and maintain effective working relationships with coworkers, officials, customer departments, contractors, regulatory agencies, and the general public.
- Clear, concise oral and written communication to prepare and present reports to management, boards and committees, citizen groups and private industry representatives.

OTHER JOB CHARACTERISTICS:

- Occasional driving through City traffic.
- Work beyond standard workday or workweek hours.
- Occasional exposure to hazardous chemical, fumes, toxic waste and materials, common to construction sites, waste disposal sites or accidental chemical or materials spills.
- Occasional exposure to adverse weather and heavy machinery.
- Occasional exposure to uneven terrain, construction sites, and moving traffic.

CLASSIFICATION STATUS:

(HR 12/21/2021), (01/05/2022)