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City Planner

This position serves as the in-house city planner for city/land planning work for the clients of the Bojorquez Law Firm. The position provides professional planning services and reviews technical documents for compliance with City/Client standards, produces reports, presentations and recommendations on planning issues.

Responsibilities:

- Reviews and evaluates development proposals, designs, applications, planning and zoning changes, variance requests, technical documents and special permits for compliance with City standards and regulatory requirements; reviews development plans with residents, developers and builders.
- Prepares drafts of various land use related ordinances, including zoning amendments.
- Manages annexation process for voluntary and involuntary annexations under guidance of City Attorney. Prepares legal notices, timelines, and other supporting documentation.
- Coordinates process for negotiating and drafting development agreements (LGC 212 ETJ Agreement).
- Reviews subdivision plats and site development plans for compliance with City ordinances.
- Utilizes Geographic Information System (GIS) to produce zoning, city limits and ETJ, and other maps and graphic presentations to illustrate land use plans and planning concepts; assists in maintaining records, files, and maps with GIS database.
- Administers process for Comprehensive Plan and Future Land Use Map updates.
- Reviews and amends clients' development ordinances, including zoning and subdivision.
- Assists clients with open records requests and citizen inquiries as needed.
- Prepares development applications and checklists.
- Develops recommendations, and summarizes issues for presentation to the Planning Commissions, Zoning Board of Adjustments, and various other City/Client councils.
- Provides training on land use planning topics to City Councils, Planning and Zoning Commissions, and conferences and seminars.
- Assists the Firm in marketing its planning services.
- Assists the Firm in providing content for its research server.
- Prepares bulletins on land use and city planning topics for distribution to clients.
- Travels to clients for meetings on an as-needed basis.
- Assists the Firm by providing city planning content for its social media platforms.

- Maintains good standing with APA and AICP certifications.
- Attends conferences and webinars for continuing education credit.

Qualifications/Skills:

- Knowledge of city planning principles to include:
 - (a) Planning and development process
 - (b) Comprehensive planning
 - (c) Land use and zoning
- Knowledge of pertinent Federal, State and local laws, ordinances, statutes and regulations.
- Skilled in writing, interpreting, applying, and explaining complex codes, ordinances, and regulations related to urban planning.
- Ability to clearly convey complex ideas.
- Ability to communicate effectively, particularly to City boards, commissions, and residents both orally and in writing.
- Advanced personal computer skills in Microsoft Word, Excel, PowerPoint, GIS, and the Internet.
- Ability to manage professional planning staff.
- Ability to establish and maintain effective working relationships with City staff, government officials and the general public.

Education and Experience:

- Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in Architecture, Urban and Regional Planning, Geography, Public Administration or related field plus five years of relevant experience required.
- Must have a valid Class "C" Texas driver's license, good driving record and reliable personal vehicle.
- AICP (American Institute of Certified Planners) preferred.
- Master's degree in Urban Planning or related field preferred.

Software/Equipment to be used:

Expertise in GIS software, graphics design, Microsoft Office Suite including Word, Excel, PowerPoint, Exchange, Outlook Contacts, and Calendar required. Personal computer skills and operational knowledge of office equipment such as telephone, calculator, fax machine, copy machine and others required.

Typical Physical Demands:

Manual dexterity sufficient to operate standard telephone, calculator, fax machine, copy machine and others. Occasional lifting up to 20 pounds required.

Working Conditions:

Works in a typical office setting in Austin, Texas. Occasional overtime and routine travel is required.

Compensation:

Depending on qualifications. This is an exempt full-time salaried professional position with a base salary. The successful individual will be offered a generous benefits package that includes performance bonuses, paid vacation & sick leave, full health insurance coverage and employer matched 401(k).

To apply, please email a cover letter, resume, and three references to Resumes@texasmunicipallawyers.com no later than May 18, 2018.

Applicants who do not meet the qualifications will not be considered. No phone calls, please.