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## JOB ANNOUNCEMENT

Job Title: **Planner**

Status: **Permanent Full Time Position**

Salary: **M-2 Pay Plan** **\$1,346.15 to \$2,307.69 Bi-Weekly Salary DOQ**

Open Date: **April 9, 2014** Closing Date: **April 30, 2014 at 5:00 p.m.**

### **Description:**

Provide permitting assistance, coordinates major plan review, performs minor plan review, maintain development project records, prepare agenda packets, attend Zoning Board of Adjustment, Planning and Zoning Commission, and other Advisory Board meetings as assigned, conduct policy research and make appropriate recommendations as needed, grant applications and administration, assist with general initiatives of the department, and assist the Department with other duties as assigned. Superior customer service ethic. Ability to manage multiple complex projects.

### **Knowledge of:**

Municipal planning and development requirements and practices (zoning, platting, site planning, building codes); community development principles and practices; superior customer service principles and practices.

### **Qualifications:**

Degree from an accredited university or college in a related field such as planning, political science, public administration or building construction science. Masters degree preferred. Minimum of 5 years experience in the municipal building code administration or municipal planning environment, or a minimum of 5 years experience in the municipal regulatory environment; and experience with working with volunteers of diverse backgrounds.

### **Certificates/Licenses Required:**

CBO or similar a plus; AICP preferred, Texas Class C driver's license

### **Content:**

**A City of Taylor Application is required for this position. Resumes alone WILL NOT BE ACCEPTED they must be attached to a City application.** Please send your application to:

**Mail or Deliver to:** Human Resources, City of Taylor, 400 Porter St., Taylor, TX 76574

### **Questions:**

**Email:** [starla.hall@taylortx.gov](mailto:starla.hall@taylortx.gov)

**Phone:** (512) 352-5993

**Website:** [www.taylortx.gov](http://www.taylortx.gov)

**Benefits:** Health, Dental and Long Term Disability Insurance (*Employee coverage paid by the City*); 7% 1 ½ to 1 match retirement with Texas Municipal Retirement System; Social Security match; Paid holidays, vacation and paid sick days.

The City of Taylor is an *Equal Opportunity Employer*. Minorities are encouraged to apply.



## JOB DESCRIPTION

Class No: 241

Job Title: Planner

Pay Group: M-2

EEOC Category: Professionals

Date: April 7, 2014

FLSA Category: Exempt

**BRIEF DESCRIPTION OF THE JOB:** Provide permitting assistance, coordinates major plan review, performs minor plan review, maintain development project records, prepare agenda packets, attend Zoning Board of Adjustment, Planning and Zoning Commission, and other Advisory Board meetings as assigned, conduct policy research and make appropriate recommendations as needed, grant applications and administration, assist with general initiatives of the department, and assist the Department with other duties as assigned. Superior customer service ethic. Ability to manage multiple complex projects.

**ORGANIZATIONAL RELATIONSHIPS:**

Reports to: Director of Planning and Development

Directs: This is a non-supervisory position, however, does give direction to the Administrative Assistant and Associate Planner.

Other: Works closely with other Planning and Development staff and has frequent contact with representatives of various governmental and business entities and the general public.

**ESSENTIAL DUTIES:**

This is a description of the way this job is currently performed; there is potential for accommodation.

Description of Work	Av. % of Time	Strength*	Physical Demand Code*
Provide permitting assistance	20%	L	A,B,C,D,E,G,H, I,J,K,Q,R,S
Plan review, prepare reports and staff comments	25%	L	A,B,C,D,E,G,H, I,J,K,Q,R,S
Prepare agenda packets	10%	L	A,B,C,D,E,F,G, H,I,J,K,M,Q,R,S
Maintain development project records	10%	L	A,B,C,D,E,F,G, H,I,J,K,M,Q,R,S

Attend ZBA, Planning and Zoning, and other Advisory Board Meetings	5%	L	A,B,C,D,E,F,G,H,I,J,K,M,Q,R,S
Grant applications and administration	10%	L	A,B,C,D,E,F,G,H,I,J,K,M,Q,R,S
Assist with general planning development initiatives	10%	L	A,B,C,D,E,F,G,H,I,J,K,M,Q,R,S
Policy research	5%	L	A,B,C,D,E,F,G,H,I,J,K,M,Q,R,S
Other duties as assigned	5%	L	A,B,C,D,E,F,G,H,I,J,K,M,Q,R,S

See Physical Demands portion of job description for key to codes

**PHYSICAL DEMANDS:**

1. Overall Strength Demand

Sedentary  Light to  Medium  Heavy  Very Heavy

2. Frequency for each physical demand listed in Essential Duties:

<input type="checkbox"/> A. Standing	<input type="checkbox"/> G. Reaching	<input type="checkbox"/> L. Crawling	<input type="checkbox"/> Q. Vision
<input type="checkbox"/> B. Sitting	<input type="checkbox"/> H. Handling	<input type="checkbox"/> M. Bending	<input type="checkbox"/> R. Hearing
<input type="checkbox"/> C. Walking	<input type="checkbox"/> I. Fine Dexterity	<input type="checkbox"/> N. Twisting	<input type="checkbox"/> S. Talking
<input type="checkbox"/> D. Lifting	<input type="checkbox"/> J. Kneeling	<input type="checkbox"/> O. Climbing	<input type="checkbox"/> T. Foot Controls
<input type="checkbox"/> E. Carrying	<input type="checkbox"/> K. Crouching	<input type="checkbox"/> P. Balancing	<input type="checkbox"/> U. Other
<input type="checkbox"/> F. Pushing/Pulling			

C-Continuously, F-Frequently, O-Occasionally; R-Rarely

3. Description of Physical Demand

Physical Demand	Description
STANDING/WALKING	At copier; to greet and assist public/Short distances to copier or management offices
SITTING	Primary work position for most tasks including all phone and computer work
LIFTING/CARRYING	Maintain files;- lifting chairs and tables. Applications, zoning books (up to 8 lbs.); plans (up to 17 lbs.); boxes (up to 30 lbs.)
HANDLING	Operate telephone, write messages; work on maps and grant applications. Plans, graphic equipment, code books, agenda packets, materials for meeting set up
CROUCHING /KNEELING	Work in low file cabinet drawers; add copier paper
VISION	View computer monitors; input data; read/proof correspondence; create and maintain file material; distribute written information /applications
HEARING/TALKING	Communicate with City staff, City Council, industry professionals, board/commission members and the public
REACHING	To obtain books from high library shelves (up to 6'); to obtain materials from file cabinets (up to 56"); to work with large maps/plats; answering telephone
BENDING/CROUCHING	Over workstations to review plans (29" to 36"); to work in/access files in low drawers; during field inspections. Change paper in copier; pick items up from the floor

NON-PHYSICAL DEMANDS:

- |   |  |
|---|--|
| <u>  </u> <u>F</u> time pressures   | <u>  </u> <u>R</u> noisy/distracting environment                 |
| <u>  </u> <u>R</u> emergency situations   | <u>  </u> <u>O</u> tedious exacting work situation               |
| <u>  </u> <u>F</u> irregular schedule/overtime  | <u>  </u> <u>C</u> working closely with others as part of a team |
| <u>  </u> <u>R</u> danger/physical abuse  | <u>  </u> <u>C</u> performing multiple tasks simultaneously      |
| <u>  </u> <u>F</u> frequent change of tasks   | <u>  </u> other (describe below)                                 |
| <u>  </u> <u>O</u> varying periods of idle time interspersed with emergencies requiring intense concentration |  |

C-CONSTANTLY (2/3 or more of the time), F-FREQUENTLY (1/3 TO 2/3 of the time), O-OCCASIONALLY (up to 1/3 of the time), R-RARELY (Less than 1 hour per week)

EQUIPMENT, MACHINES, TOOLS, AND WORK AIDS:

Personnel computer and related software, Internet use, knowledge of GIS preferred but not required, adding machine, fax machine, calculator, telephone, digital camera

ENVIRONMENTAL FACTORS AND SAFETY HAZARDS:

None.

KNOWLEDGE AND ABILITIES:

Knowledge of: Municipal planning and development requirements and practices (zoning, platting, site planning, building codes); community development principles and practices; superior customer service principles and practices.

Ability to: Collect, analyze, interpret, and report data; write clear and concise reports; communicate effectively, work effectively with developers, property owners, engineers, architects, general contractors, sub-contractors, other city staff, personnel in other governmental agencies, as well as members of the public; effective small group presentations; to read and interpret plats, building plans and codes, site plans, blue-lines, etc; read and comprehend ordinances, laws, and other miscellaneous policies and regulations. Manage multiple complex projects in a timely manner. Maintain superior customer service.

ACCEPTABLE EXPERIENCE AND TRAINING:

Degree from an accredited university or college in a related field such as planning, political science, public administration or building construction science. Masters degree preferred. Minimum of 5 years experience in the municipal building code administration or municipal planning environment, or a minimum of 5 years experience in the municipal regulatory environment; and experience with working with volunteers of diverse backgrounds.

CERTIFICATES/LICENSES REQUIRED:

CBO or similar a plus; AICP preferred. TX Class C driver's license

Regular and timely attendance is required.

Get along well with others; performance requires team work

I acknowledge that I have read and understand the duties and demands required of this position and further affirm that I can perform them as described with or without accommodations. This job description does not constitute an employment agreement and is subject to change as deemed appropriate by the City of Taylor.

Applicant or Employee:

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**CITY OF TAYLOR**  
**APPLICATION FOR EMPLOYMENT**  
*An Equal Opportunity/Affirmative Action Employer*  
**400 Porter Street, Taylor, Texas 76574\*\*\*\***  
 Phone: (512)352-5993  
 www.taylortx.gov

If you need assistance in completing this employment application, please inquire at the Human Resources Office. The City conducts pre-employment qualification testing and personal interviews in the application process. If you believe you will require reasonable accommodations (e.g., interpreter, TDD, scheduling adjustments) in the application process, please inform the Human Resources Office in writing when you submit your application.

**PERSONAL DATA**

\_\_\_\_\_  
 (LAST NAME) (FIRST NAME) (INITIAL)

\_\_\_\_\_  
 (STREET ADDRESS, RFD, P.O. BOX)

\_\_\_\_\_  
 (CITY) (STATE) (ZIP CODE)

Phone Numbers:(\_\_\_\_\_) \_\_\_\_\_ Social Security Number \_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_ Position(s) Applied for \_\_\_\_\_

Date you would be available to start work? \_\_\_\_\_

Check type of work you are seeking:  Regular  Temporary  Part time  Full time

Have you ever filed an application with the City of Taylor before?  Yes  No If yes, when? \_\_\_\_\_

Have you ever been employed here before?  Yes  No If yes, when? \_\_\_\_\_

Are you related to any person employed by the City of Taylor?  Yes  No  
 If yes, list name and relationship: \_\_\_\_\_

Minimum Salary Requesting \$ \_\_\_\_\_ per \_\_\_\_\_

<b>FOR OFFICE USE ONLY</b>	
Received _____	Ltr sent _____
Refs chkd _____	Bkgd ck _____
Interview _____	Hired _____

Name of School Attended	City/State	Dates Attended From To	Certificate/Diploma or Degree Received

**SKILLS:** List any additional special skills you may have (computer software, special equipment, languages, etc.)

**EMPLOYMENT EXPERIENCE:** List each position held. Start with your present or most recent assignment and work backward. If you need additional space, please continue on a separate sheet of paper. Attach additional sheets or resume if needed.

May we contact your present employer?     **Yes**             **No**

<b>Employer</b>	<b>Employed From:</b>	<b>To:</b>
<b>Employer Address</b>	<b>Starting salary</b>	<b>Ending Salary</b>
<b>Job Title</b>	<b>Supervisor and Phone no.</b>	
<b>Summary of job duties</b>	<b>Reason for leaving</b>	

<b>Employer</b>	<b>Employed From:</b>	<b>To:</b>
<b>Employer Address</b>	<b>Starting salary</b>	<b>Ending Salary</b>
<b>Job Title</b>	<b>Supervisor and Phone no.</b>	
<b>Summary of job duties</b>	<b>Reason for leaving</b>	

<b>Employer</b>	<b>Employed From:</b>	<b>To:</b>
<b>Employer Address</b>	<b>Starting salary</b>	<b>Ending Salary</b>
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<b>Job Title</b>	<b>Supervisor and Phone no.</b>	
<b>Summary of job duties</b>	<b>Reason for leaving</b>	

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<b>Employer Address</b>	<b>Starting salary</b>	<b>Ending Salary</b>
<b>Job Title</b>	<b>Supervisor and Phone no.</b>	
<b>Summary of job duties</b>	<b>Reason for leaving</b>	



**ADDITIONAL INFORMATION:** By law, you must be authorized to work in the United States in order to be employed by the City of Taylor. Are you a citizen of the United States or legally authorized to work in the United States?       **Yes**       **No**

Have you ever been convicted of a felony, misdemeanor, or any other crime or been the subject of deferred adjudication?

**Yes**       **No**    If yes, give details below.

If yes, please explain. (Omit convictions for minor traffic citations unless the position for which you are applying requires the operation of a motor vehicle. Conviction will not result in your automatic disqualification for employment but a false statement or an omission will disqualify you. The seriousness of the crime, the date of conviction and the relevance of the crime to the position will be considered.)

Date of Offense Month/Year	Type of Offense	Level and Degree of Offense			Court Disposition (Convicted, Deferred Adjudication)
		Felony	Misdemeanor	Other Crime	

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Do you have a current Texas Driver's License?       **Yes**     **No**      License # \_\_\_\_\_

Type of license:       Class C       CDL       Other \_\_\_\_\_

If you are 18 years old or younger please give your date of birth \_\_\_\_\_

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**REFERENCES:** List three persons not related to you who are qualified to describe your capabilities for the position you seek.

NAME	ADDRESS	PHONE	OCCUPATION

**AUTHORIZATION FOR RELEASE OF INFORMATION:** I certify that the statements and information contained herein are true, complete and correct to the best of my knowledge and I authorize any former employer to release to an authorized representative of the City of Taylor any and all employment records or other information it may have about my employment. I understand that the information will be used for the purpose of evaluating my application for employment and that I am responsible for providing legal documents and verifying my identity and eligibility for employment. In addition, I understand that if selected for an interview, true copies of all degrees, certificates or licenses listed on this application will be required before an offer of employment can be made. A photocopy of this authorization shall be as valid as the original.

I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, falsification, or omission of information shall be grounds for refusal to hire or, if hired, termination.

I understand that the City of Taylor may check with the Texas Department of Public Safety and/or the Federal Bureau of Investigation for any criminal history in accordance with job requirements.

I understand that offers of employment are conditioned upon my passing a Drug Screening.

I understand that if hired, my employment would be for no definite period of time and may, regardless of the date of payment of my wages or salary, be terminated at any time. All information is subject to verification and that intentional misrepresentation on my application or during the interview process will subject me to immediate discharge. The City of Taylor is an "at-will" employer and only written representations of offers made by the City of Taylor will be enforceable.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_



**CITY OF TAYLOR**  
**APPLICATION FOR EMPLOYMENT**

*An Equal Opportunity/Affirmative Action Employer*

**400 Porter Street, Taylor, Texas 76574**

Phone: (512)352-5993

www.taylortx.gov

**EEOC STATISTICAL DATA FORM**

Dear Applicant:

Our commitment to a policy of providing equal employment opportunities to all applicants without regard to race, color, disability, religion, age, sex or national origin requires that certain information on all job applicants be gathered and maintained for statistical purposes only. Completion of this form is voluntary on your part and will not affect your opportunity for employment with us. However, to fulfill our commitment, we would appreciate your supplying the information requested below.

**PLEASE NOTE:** *The information requested on this form will be used for statistical reporting purposes only. It will be separated from your application form and will not be used in any way in evaluating your qualifications for employment, nor will it become part of your personnel file if you are hired.*

**INSTRUCTIONS:** Please check the box corresponding to the correct response(s) in each of the categories below.

SEX

- Male  
 Female

AGE (in years)

- Under 40  
 40 and above

RACIAL/ETHNIC GROUP

- Caucasian (Not of Hispanic Origin)  
 Black (Not of Hispanic Origin)  
 Hispanic Origin  
 Asian or Pacific Islander  
 American Indian or Alaskan Native

HOW DID YOU FIND OUT ABOUT THE JOB?

- Posted Job Announcement  
 Texas Employment Commission  
 Current Employee  
 Friend  
 Newspaper \_\_\_\_\_  
 Just walked in  
 Other (specify) \_\_\_\_\_

DISABILITY

Do you have a disability?  Yes  No

(A disability is described as: 1) physical or mental impairment which substantially limits a major life activity; 2) previous record of such an impairment; or 3) being regarded as having such an impairment.)



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**Authorization for Release of Information**

I hereby authorize any investigator or duly accredited representative of the City of Taylor bearing this release to obtain any information from schools, residential management agents, employers, criminal justice agencies, or individuals, relating to my activities. This information may include, but is not limited to, academic, residential, achievement, performance, attendance, personal history, disciplinary, and conviction records. I hereby direct you to release such information upon request of the bearer. I understand that the information released is for official use by the City of Taylor and may be disclosed to such third parties as necessary in the fulfillment of official responsibilities.

Written inquiries about criminal convictions will not automatically disqualify an applicant for a particular job and the type and seriousness of the crime, the frequency of violations, the applicants age at the time of conviction, the date of conviction, and the applicant's entire work and educational history will be considered.

I hereby release any individual, including record custodians, from any and all liability for damages of whatever kind or nature which may at any time result to me on account of compliance, or any attempts to comply, with this authorization.

\_\_\_\_\_  
Applicant's name (Print or Type)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone



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**NEPOTISM CERTIFICATION**

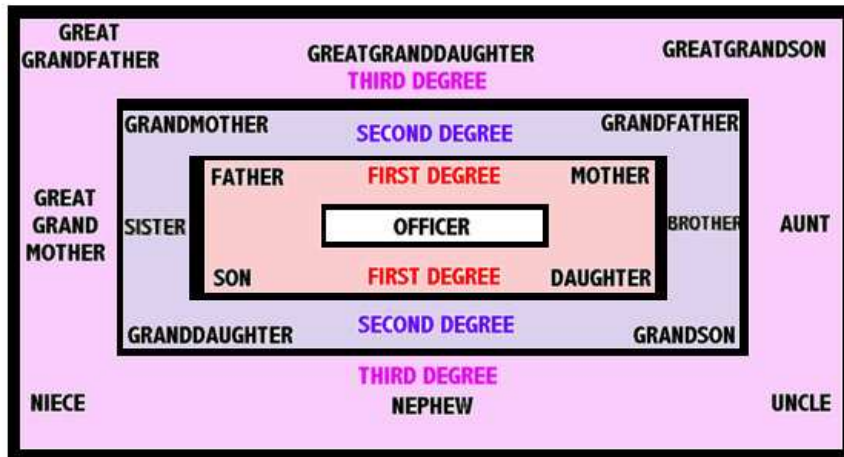
Applicant's Name \_\_\_\_\_

Position(s) Applying For: \_\_\_\_\_

No person may be employed by the City of Taylor who is related within the second degree of affinity (marriage) or within the third degree of consanguinity (blood) to any member of the City Council, City Manager or to any employee who would supervise his or her job performance. (See the chart below.)

Are you or your spouse related by blood to any of the above parties or to your prospective supervisor in any way?     Yes     No                      If yes, please explain

**Nepotism Charts**



**CONSAUINITY KINSHIP CHART**



**AFFINITY KINSHIP CHART**

\* Spouses of relatives within the first or second degree of consanguinity (e.g., son-in-law, mother-in-law, brother-in-law, etc.) are also included in the prohibition.

Signature \_\_\_\_\_

Date \_\_\_\_\_

# DPS Computerized Criminal History (CCH) Verification

(AGENCY COPY)

I, \_\_\_\_\_, acknowledge that a Computerized Criminal

APPLICANT or EMPLOYEE NAME (Please print)

History (CCH) check will be performed by accessing the Texas Department of Public Safety Secure Website and will be based on name and DOB identifiers I supply. (This is not a consent form.) Authority for this agency to access an individual's criminal history data may be found in Texas Government Code 411; Subchapter F.

Name-based information is not an exact search and only fingerprint record searches represent true identification to criminal history, therefore the organization conducting the criminal history check is not allowed to discuss with me any criminal history record information obtained using this method. The agency may request that I have a fingerprint search performed to clear any misidentification based on the result of the name and DOB search. Once this process is completed the information on my fingerprint criminal history record may be discussed with me.

In order to complete the process I must make an appointment with the Fingerprint Applicant Services of Texas (FAST) as instructed online at [www.txdps.state.tx.us /Crime Records/Review of Personal Criminal History](http://www.txdps.state.tx.us/CrimeRecords/ReviewofPersonalCriminalHistory) or by calling the DPS Program Vendor at 1-888-467-2080, submit a full and complete set of fingerprints, request a copy be sent to the agency listed below, and pay a fee of \$24.95 to the fingerprinting services company.

**(This copy must remain on file by your agency. Required for future DPS Audits)**

\_\_\_\_\_  
Signature of Applicant or Employee

\_\_\_\_\_  
Date

CITY OF TAYLOR

\_\_\_\_\_  
Agency Name (Please print)

STARLA A. HALL

\_\_\_\_\_  
Agency Representative Name (Please print)

\_\_\_\_\_  
Signature of Agency Representative

\_\_\_\_\_  
Date

<b>Please: Check and Initial each Applicable Space</b>	
CCH Report Printed:	
YES _____ NO _____	_____ initial
Purpose of CCH:	_____
Empl ___ Vol/Contractor ___	_____ initial
Date Printed: _____	_____ initial
Destroyed Date: _____	_____ initial
<b>Retain in your files</b>	