

City of Cibolo

Job Description



Job Details			
Job Title:	Senior Planner		
Reports to:	Assistant Director of Planning		
Grade:	21	WC Code:	8810
Employee Type:	Exempt - FT	Pay Type:	Salary
Employment Period:	Indefinite	NAICS Code:	921140
Essential/Subject to Recall:	No	Skeleton Crew:	No
Department/Division:	Planning	Original Date:	03/2025
Fund:	Development Services	Revision Date:	01/2026

Job Summary

Under general direction of the Assistant Director of Planning, the Senior Planner is responsible for ensuring compliance with local, state, and federal regulations while facilitating efficient development. This is a position with a great amount of responsibility and requires considerable technical and professional skills and independent judgement to assist the Planning Department. Duties primarily involve land use, zoning and related development issues, and serving as a liaison to elected and appointed bodies; conducts a variety of studies to analyze development applications, researches and makes recommendations regarding development code amendments; advises management regarding development policies and actions; provides support to the Planning Department staff and various boards and committees of the city, primarily the Planning and Zoning Commission.

Aligns employees and service areas with their mission(s), reinforces commitment to their purpose by sharing performance indicators, and drives continuous improvements to deliver superior service delivery. Responsible for developing employees through constructive feedback, performance evaluations, and professional development. Demonstrates fiscal stewardship, with an understanding of budgeting and oversight of public funds. Ensures effective coordination and communication with City Officials, city departments, state, regional and local entities, media, consultants, the general public, and/or private sector representatives.

Promotes and exhibits the City's core values in daily behavior – Professional Development, Accountability, Respect, Teamwork, and Integrity.

Essential Duties

Essential Functions are not intended to be an exhaustive list of all responsibilities, duties, and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned.

1. Leads the City's Current Planning Division. Manages development projects of varying complexity, including zoning cases, plats, site plans, variances and other projects from submittal to final status.
2. Supervision and evaluation of subordinate staff, including communicating job expectations, coaching, counseling and discipline of employees, encouraging teamwork.
3. Organizes and often leads meetings with developers, architects, engineers, surveyors, and citizens to provide information on various development-related issues.
4. In coordination with the Planning Director, develops and recommends annual goals and initiatives related to current planning. Integrates all forms of land use planning into other goals such as sustainability, transportation, and community infrastructure. Serves as the strategic manager to the



Essential Duties

- City on planning issues; interprets concerns, defines desired results, develops solutions, and scope and priorities of programs and special projects.
5. Maintains a high level of familiarity with applicable development codes, including local and state ordinances and statutes, and reviews plans and applies provisions of the applicable laws, ordinances, and codes to determine compliance with such regulations and to apply regulations to field conditions.
 6. In coordination with the Assistant Director of Planning, develops policies and regulations that further the goals and policies of Cibolo's Strategic Plan and Comprehensive Plan.
 7. Reads and interprets plans and specifications in assigned areas and coordinates reviews by other departments to assure the timely return of comments to the applicant.
 8. Develops and recommends annual goals and strategic plans and initiatives related to current planning. Integrates all forms of land use planning into other goals such as sustainability, transportation, and community infrastructure. Serves as the strategic manager to the City on planning issues; interprets concerns, defines desired results, develops solutions, and determines scope and priorities of programs and special projects.
 9. Serves as technical expert in urban design, transportation, and planning policy issues; provides briefings, technical information, and advice to elected officials, internal staff, and City administration on public policy issues, procedures, and City code.
 10. Develops policies and regulations that further the goals and policies of Cibolo's Strategic Plan and Comprehensive Plan.
 11. Responsible for assembling steering committee agendas and reviewing staff reports and associated materials as well as forwarding Planning and Zoning Commission's recommendations on current plans to City Council. Attends public meetings as needed to present or address aspects of current plans and, if directed, on land development projects. Prepares and presents written, spoken, and visual reports to boards and commissions, committees, private parties, and the general public.
 12. Assists the Economic Development Department with professional and technical assignments related to the City's local economic development efforts with an emphasis on enhancing and expanding the City's tax base and the community's quality of life.
 13. Provides population estimates and growth projections as needed by departments per Local and State mandates.
 14. Works with state demographer and other agencies to insure accurate population data.
 15. Performs other related duties as assigned.

Job Requirements

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge and understanding of the mission statement and values of the City of Cibolo Planning Department.
- Knowledge of local development regulations, including but not limited to, relevant State and Federal laws, including the Texas Local Government Code, Federal Floodplain regulations, and the International Building Codes.
- Knowledge of functions and the activities of city departments, planning and community development principles, principles and practices of urban planning, zoning, land use and design.
- Knowledge of advanced theories and principles related to land use, zoning ordinance, and urban planning.
- Knowledge of Geographic Information Systems (GIS).
- Knowledge of the Texas Open Meetings Act and Texas Public Information Act.
- Ability to communicate effectively both orally and in writing.
- Ability to lead planning or community development/organizing initiatives in racially and socioeconomically diverse communities, including carrying out culturally responsive public engagement techniques.
- Ability to display sensitive judgment in planning and development matters and an understanding of the resulting impacts of planning decisions upon the public and the overall development of the city.



Job Requirements

- Ability to identify and build relationships with community organizations, agencies, and partners related to the work of the department.
- Ability to analyze and develop plans for improving the development process.
- Ability to interpret established rules, codes, and requirements.
- Ability to work with members of the public in a pleasant and courteous manner, establish and maintain effective working relationships with a wide variety of stakeholders.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.
- Ability to function in a supervisory/managerial capacity for a group of workers, includes the ability to make decisions on procedural and technical levels.
- Skilled in establishing and maintaining cooperative working relationships with colleagues, employees, elected and appointed officials, design and construction professionals, developers, representatives from other local, state, and Federal agencies, not-for-profits, businesses, neighborhood groups and the general public.
- Ability to interpret and apply codes/regulations.
- Ability to develop and maintain a positive working relationship with staff, elected officials, businesses, and community groups.
- Skilled in managing and evaluating employees.
- Skilled in managing projects.
- Skilled in analyzing and developing policies and procedures.
- Skilled in preparing and administering budgets.
- Skilled in maintaining sensitive and confidential information.
- Skilled in preparing clear and concise reports including oral, written, and audio/visual presentations.
- Skilled in operating a computer, office systems, and law-enforcement systems.

Job Requirements

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Geography, Urban/Regional/Community Planning, Public Administration, Urban Studies/Affairs, Architecture, Business Administration, or related field; AND at least five (5) years of increasingly responsible experience in planning and/or development services with a municipality; OR any combination of education and experience that results in the applicable skills, knowledge, and abilities is required. An American Institute of Certified Planners (AICP) certification or the ability to obtain one within one (1) year is also required.

Physical Demands

N (Not Applicable)	Activity is not applicable for this position.		
O (Occasionally)	Position requires this activity up to 33% of the time (0 – 2.5+ hrs/day)		
F (Frequently)	Position requires this activity from 33% - 66% of the time (2.5 – 5.5+ hrs/day)		
C (Constantly)	Position requires this activity more than 66% of the time (5.5+ hrs/day)		
Stand	F		Other Physical Requirements:
Walk	F		Vision Near, Distance, Color
Sit	F		Sense of Sound Conversation/Communication

City of Cibolo

Job Description



Manually Manipulate or Grasp	F		Sense of Smell	NA
Reach Outward	F		Sense of Touch	NA
Reach Above Shoulder	O		Ability to work indoors/outdoors.	
Climb or Crawl	O			
Squat, Kneel, or Bend	O		Lift/Carry	Up to 10 lbs occasionally
Speak	O		Push/Pull	Up to 20 lbs occasionally
Working environment consists of occasional field work/site visits are required outdoors in all weather conditions. May be required to work immediately before, during, or after an emergency or disaster.				

The above list of responsibilities is not exhaustive, and the jobholder may be required to undertake other duties commensurate with the level of the role, as reasonably requested by their chain of command.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of the responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

Applicant/Employee: _____
Signature and Date

Approval (Supervisor): _____
Signature and Date