



# Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

An Equal Opportunity Employer

Title: <b>Planner</b>	Opening Date: <b>January 14, 2022</b>	Application Deadline: <b>Open Until Filled</b>	Job #: <b>220102</b>
Department: <b>Development Services</b>	Starting Salary: <b>\$45,000 – 48,000 Annually</b>	Location: <b>Bastrop, Texas</b>	Travel: <b>N/A</b>

## **INTERNAL AND EXTERNAL JOB POSTING**

**Brief Job Description:** Under the general supervision of the Director of Development Services, This position performs long-range planning functions for Bastrop County. Work involves planning work, demographic analysis, working with grants, and working with internal and external agencies.

**General Knowledge, Skills, & Abilities:** Knowledge of Demographic analysis; Advanced principles and practices of planning; Personal Computer skills and software, including Microsoft Office; Professional Customer Service skills; Proper English usage, spelling, grammar and punctuation; Standard office policies, procedures, and equipment; Bastrop County policies and procedures. Performs other job related duties as directed by supervisor(s). **Regular attendance is considered an Essential Function of this job.**

**Minimum Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Bastrop County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities. Minorities, Veterans, and Disabled applicants are encouraged to apply.

A Bastrop County Job Application is required, and can be downloaded at:

<https://na3.docuSign.net/Member/PowerFormSigning.aspx?PowerFormId=a7d71333-73b6-4ae5-b3d7-a59c651de914> A resume will be considered, but will not be accepted in lieu of application. Applicants may mail or drop off an application at: Bastrop County, Attn: HR, 804 Pecan Street, Bastrop, Texas 78602 OR email applications to [apply@co.bastrop.tx.us](mailto:apply@co.bastrop.tx.us). Applications postmarked after the closing date will not be accepted. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the county. This position may require shift work outside the normal business hours and weekends. All positions requiring a degree and/or licensing require proof of degree and/or license. Your application for employment with Bastrop County may subject you to a criminal background check.

**IMPORTANT NOTE TO ALL APPLICANTS:** Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Thank you for considering employment with Bastrop County. Visit our website at: <http://www.co.bastrop.tx.us/site/jobs>.



## **BASTROP COUNTY, TEXAS**

### **Job Description**

**Job Title:** Planner

**Department:** Engineering & CIP

**FSLA Status:** Non-Exempt

**Reports To:** Director of Development Services

**SUMMARY:** This position performs long-range planning functions for Bastrop County. Work involves planning work, demographic analysis, working with grants, and working with internal and external agencies.

#### **SUPERVISION RECEIVED AND EXERCISED:**

Receives supervision from Director of Development Services

Exercises no supervision.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

1. Responsible for the long and short range planning functions of Bastrop County to include transportation planning, air quality planning, comprehensive and land use planning, and other initiatives and the development of associated planning documents. Seeks and applies for grant funding for these planning functions as available.
2. Serves as liaison to, and coordinates closely with the cities in Bastrop County and surrounding area in matters pertaining to comprehensive and long-range planning, transportation planning issues, and development.
3. Serves as an active participant in local, area, and regional organizations related to Departmental initiatives, such as CAMPO, CAPCOG, committees of each of the cities, etc.
4. Evaluates proposed site plans and proposed subdivisions for compliance with regulations, adopted policies, and best practice standards; and when necessary, provides comments and alternatives to bring into compliance.
5. Serves as the demographer for Bastrop County and regularly reports growth trends to the Director and the Commissioners Court.
6. Manages special projects as assigned by the Director. Provides support to Director on the status of project milestones and adjusts schedules accordingly; conducts studies and surveys on problems and prepares reports for review by the Director and the Commissioners Court. Examples may include census and redistricting, work with disaster recovery, etc.

**OTHER FUNCTIONS:** Performs other job related duties as directed by supervisor(s). **Regular attendance is considered an Essential Function of this job.** **NOTE:** The essential functions describe the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required, nor are all duties listed necessarily performed by any one employee so classified.

**MINIMUM QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge of:**

Demographic analysis  
Advanced principles and practices of planning  
Personal Computer skills and software, including Microsoft Office;  
Professional Customer Service skills;  
Proper English usage, spelling, grammar and punctuation;  
Standard office policies, procedures, and equipment;  
Bastrop County policies and procedures.

**Ability to:**

Perform multiple tasks simultaneously in a timely manner;  
Record, and disseminate accurate information from telephone conversations and personal contact;  
Communicate clearly and concisely, both verbally and in writing;  
Understand and follow verbal and written instructions;  
Complete routine business correspondence;  
Effectively speak to small audiences to convey information;  
Properly interpret, understand and make decisions in accordance with laws, regulations and policies;  
Conduct business with the public in a professional, courteous manner;  
Function independently, exercise good judgment, manage multiple projects, and meet deadlines;  
Establish and maintain effective working relationships with those contacted in the course of the job;  
Demonstrate personal communication skills including effective telephone skills and public speaking;  
Operate equipment required to perform essential job functions;  
Work independently in the absence of supervision;  
Work in a safety-conscious environment and to follow and promote good safety practices;  
Handle exposure to potentially hostile individuals;  
Maintain confidentiality of information encountered in work activities at all times;  
Attend occasional evening and weekend meetings.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Maintain effective audio-visual discrimination and perception needed for:

Making observations, reading and writing, operating assigned equipment, and communicating with others;  
Employee must have visual abilities including close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.

Maintain physical condition needed to accomplish the performance of assigned duties and responsibilities, which may include:

Walking, sitting, or standing for long periods of time; Moving materials weighing up to 20 pounds such as files or stacks of records; Occasional climbing, stooping, crawling, squatting, &/or kneeling.

Maintain mental capacity sufficient to accomplish the performance of assigned duties and Responsibilities, which may include:

Handling stressful situations;  
Interpreting federal laws and regulations;  
Effective interaction and communication with others;  
Prepare clear and concise reports;  
Making sound decisions in a manner consistent with the essential job functions.

### **EXPERIENCE, EDUCATION, and LICENSING:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### **Experience:**

1 year experience working for a local government in community planning or a related field.

#### **Education:**

Bachelors Degree in Urban Planning, Community Planning or a related field. A Masters Degree in Urban Planning, Community Planning or a related field is preferred.

#### **Licensing:**

AICP certification is preferred. Applicants without AICP certification are expected to be willing to work on receiving an AICP certification.

### **SELECTION GUIDELINES:**

Formal application; rating of education and experience; oral interview; reference and other background checks; job-related tests may be required.

**\*\*\* This position is subject to random and/or reasonable suspicion and/or post-accident testing for drugs and alcohol.**

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is a contract for employment.*