



“Assistant Planning and Zoning Director” City of Leon Valley

Under general direction of the Planning and Zoning Director, and is a senior-level position within the Community Development Department (CDD). The CDD is responsible for long-range planning, zoning, platting, building and fire plan review and inspections, site plan review, floodplain management, health inspections, and issuance of certificates of occupancy. The CDD is also responsible for the administration of the Zoning Commission and Board of Adjustment.

The Assistant Planning and Zoning Director is primarily responsible for the organization and management of the Zoning Commission and Board of Adjustment. The Assistant Planning and Zoning Director will also be the primary staff member responsible for processing zoning changes, variances, and plat requests. Secondary responsibilities of the Assistant Planning and Zoning Director will include assisting the Director with long-range planning, general department administration, and the supervision of permitting Staff. Secondary responsibilities will also include the intake of building permit requests when needed.

Requirements:

- Bachelor's Degree in appropriate liberal arts field such as public administration, planning, or urban studies or an acceptable combination of position-related work experience and education to allow the candidate to meet the essential job functions satisfactorily;
- A valid Texas Driver's License;
- Must be bondable under employee blanket bond; and
- A minimum of one year progressively responsible experience in an office environment or municipal administration - experience in planning, zoning, building inspection, code compliance, budgeting or related field.
- Master's Degree in the same field is preferred;

Salary Range and Benefits:

- \$59,000 – \$63,000
- 100% Employee Coverage for Health, Dental and Life Insurances
- Participation in the Texas Municipal Retirement System (TMRS) 6% and 2:1 match
- Four day work week
- Eleven (11) paid holidays per year
- Minimum of seventeen (17) eight-hour days per year of Personal Leave
- Minimum of twelve (12) eight-hour days per year of Major Medical Leave

Closing:

All applications or resumes must be submitted to the Human Resources Office no later than 5:00 p.m. May 31, 2018. Employment applications are available at the Leon Valley City Hall, 6400 El Verde Leon Valley Texas, 78238 or on the City's website at www.LeonValleyTexas.gov. AA/EOE/ADA