



HAYS COUNTY JOB POSTING

Job Title	Planner	Job Number	202200345
Department Head	Transportation	Date Open	August 25 th , 2023
Salary Range Minimum	\$59,191-\$88,787 Yearly	Application Deadline	Until Filled

In order to be considered for employment with Hays County submit the following documents:

- Hays County Application
- Cover Letter
- Resume

Find Hays County Employment Applications at:

- Hays County website – www.hayscountytexas.com

Education and/or Experience

- Bachelor's degree in Planning, Urban Planning, Public Administration or a related field.
- Four years experience county, municipal, or urban planning, strategic planning and research, or a related field.

Other Qualifications, Certificates, Licenses, Registrations

- American Institute of Certified Planners certification preferred.
- Texas driver's license.

Responsibilities

- Assesses planning needs and requirements.
- Develops and implements advanced planning projects.
- Analyzes statistical, economic, and demographic data.
- Compiles reports and documentation for use in planning and policy formulation and development.
- Evaluates alternative courses of action and makes recommendations.
- Reviews development documentation.
- Coordinates and manages the review of subdivision application review process.
- Responds to inquiries from developers, government officials, and the public regarding subdivision and development regulations.
- Interprets state and local regulations.
- Proposes solutions or alternatives to development problems or issues.
- Works with outside agencies, community groups, consultants, County staff, and other stakeholders in the coordination of planning efforts.
- Manages special planning projects.
- Researches, reviews, and analyzes financing options and availabilities for infrastructure improvements and developments.
- Represents Hays County with a variety of regional planning entities.

Summary Essential functions, as defined under the Americans with Disabilities Act, include the responsibilities, knowledge, skills, and other characteristics listed below. This list of responsibilities is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Summary

Under limited supervision and using comprehensive knowledge, performs complex professional long-range planning in Hays County related to economic and subdivision development, transportation needs, infrastructure improvements.

Hays County is an EEO employer. In compliance with the Americans with Disabilities Act, Hays County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

An offer of employment is contingent upon successful completion of background checks, including reference checks, criminal history, and driver's license checks and driving history.