



2000 Forest Ridge Drive, Bedford Texas 76021
www.bedfordtx.gov (817) 952-2100

Open: December 5, 2011
Close: When Filled

JOB POSTING
Planning Manager
Full Time
Monthly Salary: \$5,046

JOB SUMMARY:

Under the general direction of the Director of Development, directs assigned staff, performs professional planning work for the Planning and Zoning Division within the Development Department. Assists developers and the public in applying planning and zoning regulations and City guidelines to development projects, technical issues and land use plans.

MINIMUM QUALIFICATIONS:

- Bachelor's degree from four-year college or university with a major in Earth Sciences, Urban Planning, Business or Public Administration, and three years experience in urban planning; or the equivalent combination of education and experience.
- Must possess a valid Texas Driver's License.
- Supervisor experience that includes, but not limited to, interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Knowledge of regulations at local, state and federal levels.

SKILLS AND EXPERIENCE:

- Advanced knowledge of urban planning principles.
- Advanced knowledge and use of application of computer software relevant to the position.
- Demonstrated knowledge of communications and word processing software, computer networks and office machinery.
- Ability to effectively communicate with all levels of management and to make verbal presentations of planning and zoning related data to the staff, City Council, and citizens as required.

TO APPLY:

Applications are available at City Hall, 2000 Forest Ridge, Bedford, Texas, 76021; or on our web site (www.befordtx.gov). We also now offer an online application on our web site.

The City of Bedford is an Equal Opportunity/ Affirmative Action Employer