



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

Open: September 3, 2014
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 all interested parties in applying planning and zoning regulations and City guidelines to development projects, technical issues and land use plans. Scheduled work hours are Monday-Friday, 8am-5pm. Recurring night meeting attendance is required.

MINIMUM QUALIFICATIONS:

- Bachelor's degree from four-year college or university with a major in Geography, Earth Sciences, Urban Planning, Business or Public Administration, and seven years experience in urban planning; or the equivalent combination of education and experience.
- Valid Planning License from American Institute of Certified Planners preferred.
- 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 online at www.bedfordtx.gov/hr or at City Hall, 2000 Forest Ridge, Bedford, Texas, 76021.

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