



2000 Forest Ridge Drive, Bedford Texas 76021  
[www.bedfordtx.gov](http://www.bedfordtx.gov) (817) 952-2100

Open: November 19, 2014  
Close: Until Filled

**JOB POSTING**  
**Planning & Zoning Coordinator**  
**Full Time**  
**Monthly Salary: \$3,415**

**JOB SUMMARY:**

Under the general supervision of the Planning Manager performs a variety of technical office duties pertaining to land use and zoning ordinances.

**MINIMUM QUALIFICATIONS:**

- Associates degree in related field or equivalent; or three to five years related experience and/or training; or equivalent combination of education and experience
- Keyboarding skills of a minimum of 65 wpm.
- Must possess a valid Texas Driver's License
- Ability to read Plat, Site and Development Plans graphics

**SKILLS AND EXPERIENCE:**

- Advanced computer software knowledge in programs such as Microsoft Excel, Word, GIS, PowerPoint, Internet applications and other relevant programs
- Ability to create agenda items for City Council Meetings; meeting packets; and take and prepare meeting minutes for Planning and Zoning Commission and Zoning Board of Adjustment and Development Review Committee
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Ability to communicate effectively and diplomatically both orally and in writing
- Must have working knowledge of the use and minor maintenance of relevant office equipment such as; calculators, fax machines, copiers, printers, etc.

**TO APPLY:**

Applications are available at City Hall, 2000 Forest Ridge, Bedford, Texas, 76021; or you can apply online or print an application from on our web site ([www.befordtx.gov](http://www.befordtx.gov)).

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