



Job Description –Planning Tech/Historic Preservation Officer

Job Title:	Planning Tech/Historic Preservation Officer	Department:	Development Services
Group:	22	FSLA Status	Non-Exempt
Salary Range:	Not to exceed mid-range	Position Type:	Full-Time
Reports To:	Development Services Director	Directs:	N/A

Applications Accepted By:

<p>E-MAIL: hrdirector@palestine-tx.org</p> <p>Subject Line: Attention: Human Resources/ Job Title</p>	<p>MAIL OR IN PERSON: (MONDAY- FRIDAY; 8A-5P)</p> <p>City of Palestine Human Resources 504 North Queen Palestine, Texas 75801 (903)731-8421</p>
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Job Description

OBJECTIVE

Under general supervision of the Development Services Director, provides administrative support to the Development Services department. As a Planning Tech, this position performs research, clerical work to include data entry, preparing correspondence, packets, and other documents to the City Planner. The Historic Preservation Officer is responsible for coordinating, promoting, and implementing the City’s Historic Preservation Program. This position functions as the designated Historic Preservation Officer for the City and is the primary contact for historic preservation activities.

Other duties will include copying, maintaining electronic and manual file systems, answers phones, provide customer service, operates office equipment, and assist with clerical and administrative functions. Acts as the main point of contact to the public with regards to accepting permit and zoning applications, schedules building inspections and issues building and other permits for the department, and Cemetery sales and support. Attends board and commission meetings, prepares meeting minutes and agendas.

ESSENTIAL JOB FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act may include, but are not limited to, the following tasks, knowledge, skills, and other characteristics. **This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class.**

- Provides administrative support to Planning and Building services and to the department staff.
- Reviews building permit and zoning applications to ensure required information and plans are submitted for review.
- Interacts with developers, contractors, and citizens via in person, by phone or email regarding development questions and permitting requirements.
- Prepares agendas and minutes for various boards and commissions that interact with the department.
- Issues building and other various permits through INCODE permitting software.
- Schedules building inspections through coordination with the Building Official, Building Inspector and Contractors.
- Maps and Issues Cemetery plots to the public, and coordinates with Parks Department.



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- Prepares special studies and reports related to code amendments and annexation studies. Assists with comprehensive plan and studies and updates as necessary.
- Utilizes the GIS system and use ArcView/ArcInfo software to create custom maps for planning cases, in addition to staff and citizen's needs.
- Performs necessary field inspections of Specific Use Permits, Planned Districts and Site Plans as required.
- Reviews requests and prepares written reports for zone change and proposed subdivision plat applications and special studies.
- Presents information and recommendations to the Planning and Zoning Commission, and the Zoning Board of Adjustments.
- Reviews miscellaneous applications including temporary land uses, special events, public rights of way, etc.
- Responds to public inquiries concerning development of the city in general as well as specific areas.
- Research, compiles, and analyzes land use and related data.
- Works with the public and developers in answering questions and providing information.
- Prepares zoning verification letters and public information requests.
- Developing and administering City policies and procedures for the protection of cultural and historical resources.
- Ensuring that City activities comply with historic preservation regulations.
- Providing technical, architectural, design, historical, and policy guidance to City staff, City Council, governmental officials, boards and committees, and regional, state, and national preservation agencies
- Provides information and technical assistance to property owners, private development interests, and the public.
- Provides staff assistance in the implementation of the policies, goals, and programs of the Historic Preservation Board.
- Translate goals and objectives into workable plans, programs, and activities; develop policy and initiate ideas and recommendations to City agencies and the Historic Preservation Board.
- Perform research, write reports, and make effective oral presentations.
- Comprehend and make inferences from written materials such as census data, surveys, or governmental document reports.
- Produce written documents with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.
- Works with City staff, citizens, public agencies, and other entities on mapping and data requests.
- Other duties as assigned.



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QUALIFICATIONS AND EDUCATION REQUIREMENTS

- High school diploma or GED required; some college preferred plus 5 years of experience with GIS software. Valid Texas driver's license required.
- Basic knowledge of the local planning processes and procedures. Knowledge of current GIS software. Ability to read and understand technical materials, reports and journals. Ability to analyze data on land use applications and other planning matters. GIS Professional Certification (GISP) is preferred.
- Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a bachelor's degree in Historic Preservation, Architecture, Urban Planning, or a related field is preferred.
- Ability to effectively communicate with citizens, staff members and management to provide specific information for planning and zoning issues.
- Must possess a valid Texas driver's license or ability to obtain within 30 days from the date of hire.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to sit, stand and move about a building and to inspect public and private property.

ACCEPTABLE EXPERIENCE AND TRAINING

A strong background in Microsoft Office is required.

Knowledge of INCODE permitting software preferred.

Bilingual Candidate is strongly preferred.

CONDITIONS OF EMPLOYMENT

Must pass a pre-employment drug screen and/or physical exam. Employees are subject to random drug/alcohol testing throughout their employment.

Must have and maintain a satisfactory driving record.

Regular attendance is required.

ADDITIONAL INFORMATION

our application is part of the review process; be sure it is complete. If attaching a resume all information requested on the application form must also be completed (i.e. writing "see resume" is not sufficient).

Reviewed By:	Mark Miears	Date:	08/09/2021
Approved By:	Teresa Herrera	Date:	08/13/2021
Last Updated By:	Lisa Cariker	Date/Time:	08/13/2021
Received By:		Date:	



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