



This Job Description does not constitute an employment agreement between the City and an employee and the statements herein are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, knowledge, skills and abilities required of personnel so classified in this position. The position description is subject to change by the City as the needs of the city and requirements of the position change.

General Description

The purpose of this job within the organization is to coordinate and ensure code compliance for the creation of City recognized subdivisions within City limits and the City's Extra Territorial Jurisdiction.

This job works independently, under limited supervision, reporting major activities through periodic meetings.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this job. Management may assign additional functions related to the type of work of the job as necessary.

Essential Functions:

Prepares and presents oral and technical reports to elected and appointed City officials.

Compiles and analyzes data to prepare graphic and narrative reports on data.


Attends a number of evening and weekend meetings.

Confers with local authorities and design professionals to devise and recommend arrangements of land and physical facilities to promote community and economic development.

Performs general customer service tasks.

Process plat applications and conducts property ownership research; assists customers with platting questions.

Collects statistical data and prepares reports and maps on topics such as land use and tax data base.

City of Pearland, TX		
Title: Planner II	Job Code: 604	

Performs complex research regarding property ownership, planning, and zoning classifications and variances using the mapping software, maps, surveys and legal descriptions.

Participates in special research projects.

Conducts necessary fieldwork such as photographic documentation, windshield surveys, and other planning related functions.

Additional Duties:

Provides assistance and interpretations with land use controls and other applicable ordinances.

Responds to City departments and external customers regarding departmental data and requirements.

Recommends governmental measures affecting land use, public utilities, community facilities, and housing and transportation to control and guide community development and renewal.

Reviews and evaluates environmental impact reports applying to specified private and public planning projects and programs.

Writes, or assists in writing, a variety of ordinances and regulations relating to development controls.

Reviews building permit and site plan applications for compliance with applicable regulations.


Performs related work as assigned.

Responsibilities, Requirements and Impacts

Data Responsibility:

Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Coordinates or determines time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities.

City of Pearland, TX		
Title: Planner II	Job Code: 604	

People Responsibility:

People include co-workers, workers in other areas or agencies and the general public.

Persuades or influences others in favor of a service, point of view, or course of action; may enforce laws, rules, regulations, or ordinances.

Asset Responsibility:

Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies or small amounts of money.

Mathematical Requirements:

Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.

Uses mathematics involving the practical application of fractions, percentages, ratios and proportions; or measurements, logarithmic, or geometric construction; may use algebraic solutions of equations and inequalities, descriptive statistics, deductive geometry, plane and solid and rectangular coordinates; mathematical and classifications or schemes.


Communications Requirements:

Communications involves the ability to read, write, and speak.

Reads journals, manuals and professional publications; speaks informally to groups of co-workers, staff in other organizational agencies, general public, and people in other organizations and presents training; composes original reports, training and other written materials, using proper language, punctuation, grammar and style.

Judgment Requirements:

Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.

City of Pearland, TX		
Title: Planner II	Job Code: 604	

Responsible for guiding others, requiring frequent decisions, affecting the individual, co-workers and others who depend on the service or product; works in a somewhat fluid environment with rules and procedures, but many variations from the routine.

Complexity of Work:

Complexity addresses the analysis, initiative, ingenuity, concentration and creativity, required by the job and the presence of any unusual pressures present in the job.

Performs coordinating work involving guidelines and rules, with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressures.

Impact of Errors:

Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.

The impact of errors is moderately serious – affects work unit and may affect other units or citizens.

Physical Demands:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.


Equipment Usage:

Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.

Handles or uses machines work aids involving moderate latitude for judgment regarding attainment of a standard or in selecting appropriate items.

Unavoidable Hazards:

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

City of Pearland, TX		
Title: Planner II	Job Code: 604	

None.

Safety of Others:

Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public.

Requires responsibility for the safety and health of others and for occasional enforcement of the laws and standards of public health and safety.

Minimum Education and Experience Requirements:

The preferred way to obtain the minimum knowledge, skills and abilities to perform the essential duties and responsibilities of this position are listed below. The City reserves the right to allow substitutions in the event that a candidate or incumbent exceeds requirements in one area but may be deficient in another.

Requires a Bachelor's Degree in regional and city planning or closely related field.

Requires two years planning or closely related experience.

Special Certifications and Licenses:

Valid Texas Driver's License
American Institute of Certified Planners

Americans with Disabilities Act Compliance


The City of Pearland, TX is an Equal Opportunity Employer. The ADA requires the City of Pearland, TX to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.


Emergency Management Responsibilities

During emergency conditions, all City employees are subject to being called to work in the event of a disaster, such as a hurricane, or other emergency situation and are expected to perform emergency service duties, as assigned.

Fiduciary Responsibilities

Responsible for using reasonable measures to prevent, deter, and detect fraud / embezzlement within the department.

City of Pearland, TX	
Title: Planner II Job Code: 604	

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Title: Planner II Job Code: 604	

Organization-wide Employee Responsibilities

All City of Pearland employees must serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of the City of Pearland's Ethics and Conflict of Interest policies.

All employees must establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds, regardless of race, color, religion, gender, national origin, age, marital status, political affiliation, familial status, disability, sexual orientation, pregnancy, or gender identity and expression.

To optimize performance of the organization City of Pearland employees are expected to use multi-directional communication (top to bottom, bottom to top, and across peer groups), use cross-functional teams to promote a greater understanding of the organization by employees at all levels, create to a culture of continuous learning that encourages and supports employee development and growth, embrace technology with a focus on improving service delivery, productivity and connectivity, and create an environment where innovation is supported and encouraged.