



Title: Planner [GIS & Community Development]

FLSA: Exempt

Department: Administration

Salary \$65,000-\$85,000 DOQ

Reports to City Planner

Closing date: Open Until Filled

About the City: The City of Josephine, Texas, is one of the fastest-growing communities in the state, serving approximately 12,500 residents and continuing to experience significant residential and commercial development. Despite this growth, Josephine remains committed to preserving its small-town character and strong sense of community.

Our mission is to empower community growth while preserving the values that make Josephine a great place to live, work, and raise a family. We are dedicated to fostering a safe, vibrant, and inclusive environment where residents, businesses, and future generations can thrive.

Job Summary: The Planner (GIS & Community Development) supports the City's planning, development review, and community development functions while serving as the primary coordinator for the City's Geographic Information System (GIS) program.

This position will play a key role in improving, organizing, and maintaining the City's GIS resources, including mapping data, City GIS datasets, and official map products. Following initial GIS system enhancement efforts, the position will primarily focus on current planning, development review, long-range planning initiatives, and community development activities while continuing to provide ongoing GIS maintenance and mapping support.

This position is ideal for either a planner with strong GIS capabilities or a GIS professional interested in expanding their experience within municipal planning and community development.

Primary duties & responsibilities:

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

GIS & Mapping

- Serve as the primary coordinator for the City's GIS system and mapping resources.
- Maintain and update GIS datasets, including zoning, future land use, city limits, ETJ boundaries, special districts, development projects, and other planning-related layers.
- Evaluate and improve the organization, accuracy, and functionality of the City's GIS database and mapping products.
- Create and update official City maps, exhibits, and PDF map products for public distribution, development review, and internal use.
- Produce maps, graphics, spatial analyses, and presentation materials for City staff, elected officials, developers, and the public.
- Coordinate GIS data collection, quality assurance, and integration with other City



software platforms and databases.

- Respond to internal and external requests for GIS information and mapping support.

Planning & Community Development

- Assist with review and coordination of development applications, including site plans, plats, zoning requests, special use permits, and construction plans.
 - Prepare staff reports, presentations, and supporting materials for Planning & Zoning Commission and City Council meetings.
 - Assist with administration and implementation of the City's zoning ordinance, subdivision regulations, and development standards.
 - Support updates to development regulations and other planning-related ordinances.
 - Assist with tracking and coordination of active development applications and planning projects.
 - Support long-range planning efforts, including comprehensive planning, downtown planning, transportation planning, parks planning, and other special projects.
 - Conduct research, demographic analysis, and development trend analysis to support planning initiatives and decision-making.
 - Assist with grant applications and special projects related to parks, infrastructure, economic development, and community enhancement.
 - Respond to inquiries from residents, developers, consultants, and businesses regarding zoning, development processes, and planning regulations.
 - Coordinate with regional agencies, consultants, and partner organizations as needed.
- Assist with maintaining planning, GIS, and community development information on the City's website.

Qualifications Knowledge, Skills, and Abilities

- Knowledge of municipal planning principles and development processes, or the ability to quickly gain proficiency in these areas.
- Familiarity with zoning, land use, subdivision regulations, and development review procedures.
- Demonstrated experience using GIS software, including ESRI ArcGIS Pro, ArcGIS Online, or similar GIS platforms.
- Ability to maintain GIS datasets and produce professional-quality maps and exhibits.
- Knowledge of cartographic principles, spatial analysis, and geographic data management.
- Knowledge of applicable federal, state, and local laws, codes, regulations, and planning practices.
- Strong organizational, analytical, and project management skills.
- Ability to prepare clear, concise, and professional reports, presentations, and correspondence.
- Proficiency with Microsoft Office applications.
- Familiarity with Bluebeam Revu, Adobe Acrobat Pro, Adobe Creative Cloud, or similar document review and graphic preparation software.
- Familiarity with permitting, development review, asset management, or municipal software platforms such as MyGov, Tyler Technologies, Accela, or similar systems is



desirable.

- Ability to communicate effectively both verbally and in writing.
- Ability to interpret and apply City ordinances, policies, and regulations.
- Ability to establish and maintain effective working relationships with elected officials, employees, consultants, developers, and the public.

Education/Training/Experience Requirements

Applicants must possess one of the following qualifications:

- Bachelor's degree in Urban Planning, Geography, Geographic Information Systems (GIS), Public Administration, Community Development, or a related field and two (2) years of relevant professional experience; or
- Master's degree in Planning, Geography, GIS, Public Administration, or a related field; or
- Four (4) years of progressively responsible planning, GIS, mapping, development review, or municipal government experience; or
- An equivalent combination of education, training, and experience.

Preferred Qualifications

- Municipal planning or community development experience.
- Experience maintaining GIS systems and databases.
- Experience with ESRI ArcGIS Pro and ArcGIS Online.
- Experience creating and maintaining zoning maps, future land use maps, and other municipal GIS products.
- Familiarity with Texas municipal planning and development processes.
- Candidates with strong GIS experience and limited planning experience are encouraged to apply.

Physical Demands/Work Environment:

Work is performed in a standard office environment with low to moderate noise level. Subject to sitting for extended periods of time, as well as standing, walking, bending, reaching, kneeling, and lifting items such as records and office supplies of moderate weight (up to 25 pounds). Work involves interaction with a wide variety of individuals, including staff, developers, and the public.

Attendance at evening meetings, including Planning & Zoning Commission and City Council meetings, is required.

Equal Opportunity Employer

The City of Josephine provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, or disability, in accordance with applicable federal laws.