



# City of Moore

## VACANCY ANNOUNCEMENT

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**Job Title:** ASSOCIATE PLANNER

**Open Date:** May 7, 2026

**Closing Date:** Open until filled (First review of applications will be May 21, 2026)

**Pay Rate:** \$67,081 - \$72,056 annually (depending on experience)

**Job Type:** Full-time with benefits

**Department:** Community Development – City Hall

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### JOB SUMMARY

Perform a variety of routine and complex administrative, technical, and professional work related to the development and implementation of permitting, land use, and related municipal plans and policies; administer the Stormwater Quality Management Program; assist in the preparation of planning studies, reports, programs, and projects.

NOTE: Selected applicant will be required to attend regularly scheduled Planning Commission meetings once a month outside of regular working hours, and City Council meetings as needed.

### EXAMPLES OF DUTIES

- Administer the Stormwater Quality Management Program, ensure compliance with state and federal laws and requirements, and analyze operations to identify the need for changes and updates.
- Review Planning Commission and Board of Adjustment applications, including zoning, subdivision, and other development-related projects.
- Prepare staff reports on zoning, preliminary plats, final plat applications, and Board of Adjustment applications for the Community Development Director's approval.
- Review, interpret, modify, and approve site plans submitted for construction review for compliance with zoning and subdivision regulations and other City codes and policies.

### EDUCATION, EXPERIENCE, AND LICENSES

- Bachelor's degree in city planning, environmental design, geography, urban affairs, public administration, or a related field.
- Two years of responsible, related experience in community development; experience in zoning, land use administration, and/or environmental planning is preferred but not required.
- Possession of, or ability to obtain, a valid Oklahoma driver's license may be required.
- Membership in the American Institute of Certified Planners (AICP) is desirable.

*The selected applicant must pass a background investigation and drug test prior to employment and may be required to provide a current driving record.*

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Application and additional information about this job can be found at

<https://www.cityofmoore.com/departments/jobs>

If you require a reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to Christine Jolly, Director of Human Resources at [hr1@cityofmoore.com](mailto:hr1@cityofmoore.com) or 405.793.5004.

City of Moore is an Equal Opportunity Employer

# CITY OF MOORE

## Job Description

### ASSOCIATE PLANNER

**Job Code:** 7370  
**Exempt:** Yes  
**Department:** Community Development  
**Reports To:** Community Development Director  
**Location:** City Administration Office  
**Date Approved:** July 6, 2020  
**Date Revised:** September 6, 2022

### GENERAL DESCRIPTION OF POSITION

The Associate Planner will be responsible for performing a variety of routine and complex administrative, technical and professional work related to the development and implementation of permitting, land use, and related municipal plans and policies, and will administer the Stormwater Quality Management Program. Assists in the preparation of planning studies, reports, programs, and projects. Assists in the daily operations of the Community Development Department. Provides responsible and complex technical and administrative support to the Community Development Director.

This position is required to attend regularly scheduled Planning Commission meetings once a month outside of regular working hours and may be required to attend City Council meetings as needed.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Administer the Stormwater Quality Management Program, ensure compliance with state and federal laws and requirements, and analyze operations to identify the need for changes and updates. This duty is performed daily, about 25% of the time.
2. Review Planning Commission and Board of Adjustment applications, including zoning, subdivision, and other development-related projects. Work with applicants/owners and their representatives before, during, and after reviews to inform them of requirements, address comments and provide final determinations from staff, Planning Commission, and City Council. This duty is performed daily, about 10% of the time.
3. Prepare staff reports on zoning, preliminary plats, final plat applications, and Board of Adjustment for Community Development Director's approval. This duty is performed monthly, about 10% of the time.
4. Review, interpret, modify and approve site plans submitted for construction review for compliance with zoning and subdivision regulations and other City codes and policies. This duty is performed daily, about 5% of the time.
5. Create, coordinate and provide outreach, training, and education to employees, developers, and the general public on the various projects and programs within the Community Development Department. This duty is performed monthly, about 5% of the time.

6. Review of legal descriptions for lot splits, lot line adjustments, rezoning applications, and easements using the Rectangular System (Township/Section/Range) and the Degrees/Minutes/Seconds (DMS) description system. This duty is performed weekly, about 3% of the time.
7. Assist in the preparation, administration, and implementation of the City's short-range, long-range, and special district planning efforts, including the Comprehensive Plan. This duty is performed daily, about 3% of the time.
8. Assist the development community, the general public, and city departments regarding zoning, building, floodplain, and other programs and activities of the Community Development Department. This duty is performed daily, about 25% of the time.
9. Identify, as needed, and prepare amendments to relevant codes, ordinances, procedures, policies, and guidelines for Community Development Director's approval. This duty is performed daily, about 3% of the time.
10. Attend monthly Board of Adjustment and Planning Commission meetings and other meetings, held after regular working hours every month as required. Represent the department as needed and provide technical staff support. This duty is performed monthly, about 1% of the time.
11. Serve on various Boards and Commissions relating to development and improvement activities on both local and regional levels. This duty is performed monthly, about 1% of the time.
12. Utilize GIS to identify, provide and analyze data, both spatially and in table format, for identification and analysis of constrained lands, community resource mapping, and update zoning and land use. This duty is performed monthly, about 3% of the time.
13. Summarize census, demographic and other data to support planning efforts; evaluate data to ensure validity, reliability, and appropriateness; perform complex analyses of data specific to project demands or requests from staff. This duty is performed monthly, about 1% of the time.
14. Develop graphic representations of geospatial data; produce maps, charts, and other graphic information displays; develop written reports of data; develop, maintain and update a variety of map resources. This duty is performed monthly, about 3% of the time.
15. Assist the Community Development Director in the daily operations and activities of the department. This duty is performed daily, about 1% of the time.
16. Good attendance is required. This duty is performed daily.
17. Works in a manner safe to the individual and other people; keeps work area clean and safe follows safety rules and safe work practices; uses safety equipment as required. This duty is performed daily.
18. Confidentiality is required. This duty is performed daily
19. .Perform any other related duties as required or assigned.

## **INITIATIVE AND INGENUITY**

### **SUPERVISION RECEIVED**

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to the supervisor.

### **PLANNING**

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

### **DECISION MAKING**

Performs work operations that permit frequent opportunities for decision-making of minor importance and also frequent opportunities for decision-making of major importance, either of which would affect the work operations of small organizational components and the organization's clientele.

### **MENTAL DEMAND**

Close mental demand. Operations require close and continuous attention for control of operations. Operations require intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

## **ANALYTICAL ABILITY / PROBLEM SOLVING**

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

## **SUPERVISORY RESPONSIBILITIES**

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but are not limited to interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises a small group (1-3) of employees in the same or lower classification. Assigns and checks work; assists and instructs as required, but performs same work as those supervised, or closely related work, most of the time. Content of the work supervised is of a non-technical nature and does not vary in complexity to any great degree.

## **RESPONSIBILITY FOR FUNDS, PROPERTY, and EQUIPMENT**

Occasionally responsible for the organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$5,000 to \$150,000.

## **ACCURACY**

Probable errors would not likely be detected until they reached another department, office, or patron, and would then require considerable time and effort to correct the situation. Frequently, the possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

## **ACCOUNTABILITY**

### **FREEDOM TO ACT**

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

### **ANNUAL MONETARY IMPACT**

The number of annual dollars generated based on the job's essential duties/responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, and savings from new techniques or reduction in manpower.

Very small. Job creates a monetary impact for the organization up to an annual level of \$100,000.

### **IMPACT ON END RESULTS**

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

## **PUBLIC CONTACT**

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

## **EMPLOYEE CONTACT**

Contacts with other departments or offices and also frequently with individuals in middle-level positions; consulting on problems that necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior-level internal officials.

## **USE OF MACHINES, EQUIPMENT, AND/OR COMPUTERS**

Regular use of highly complex machines and equipment; specialized or advanced software programs.

## **WORKING CONDITIONS**

Office environment, wherein there is a controlled temperature and a low noise level, plus a minimum of distractions. Sometimes the employee will be in an outside working environment, wherein there are

disagreeable working conditions part of the time.

## **ENVIRONMENTAL CONDITIONS**

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the functions of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

## **PHYSICAL ACTIVITIES**

The following physical activities 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 and expectations.

Semi-repetitive, low physical. Semi-repetitive type work that requires periods of concentration for varied time cycles as prescribed by the tasks.

While performing the functions of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; talk or hear; occasionally required to stand, walk, reach with hands and arms, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; depth perception; and the ability to adjust focus.

## **ADDITIONAL INFORMATION**

Knowledge of:

- Principles of responsible planning practices
- General concepts of architecture, landscaping, grading, drainage, and traffic and transportation engineering as they relate to the process of urban planning.
- Geographic Information Systems, specifically ESRI products with an emphasis on ArcGIS, to manage, manipulate, and represent data
- Microsoft Office software including Word, Excel, Access, etc.
- Principles and procedures for writing professional reports and other documents
- Applicable state, federal and local laws, rules, and regulations
- Methods and techniques of research, statistical analysis, and report presentation, including spreadsheets and databases
- Public finance, economics, and sociology as applied to community development
- Knowledge of methods and resources to research and acquire geospatial, census, and demographic data Knowledge of the principles and methods of land surveying description techniques

Ability to:

- Analyze data and information; draw conclusions; propose responsive actions
- Work effectively with the public and promote positive experiences

- Work effectively and professionally with other city staff as well and elected and appointed officials
- Manage and coordinate multiple tasks and functions
- Research, analyze and evaluate new service delivery methods and techniques
- Prepare clear and concise administrative and technical reports
- Interpret and apply federal, state, and local policies, laws, and regulations
- Communicate clearly and concisely, both orally and in writing
- Operate a computer and other office equipment; develop graphic presentations
- Maintain confidentiality of certain city information
- Establish and maintain effective working relationships with those contacted in the course of work
- Organize data and other records accurately

## **Education and Experience**

Any combination of experience and training is qualifying.

### **Education:**

A Bachelor's degree in city planning, environmental design, geography, urban affairs, public administration, or related field. In addition, broad knowledge of city planning, landscape architecture, environmental design, public administration, and/or geography is preferred.

### **Experience:**

Two years of responsible related experience in community development with experience in zoning, land use administration, and/or environmental planning preferred.

### **License or Certificate:**

- Possession of, or ability to obtain a valid Oklahoma driver's license may be required
- Membership in the American Institute of Certified Planners (AICP) is desirable

## **WORKING CONDITIONS**

### **Environmental Conditions:**

Office environment 75% of the time; exposure to computer screens; some travel within the city required. Field environment 25% of the time; travel from site to site; construction site environment; exposure to noise, dust, and inclement weather conditions.

### **Physical Conditions:**

Essential and other important responsibilities and duties require maintaining the physical condition necessary for standing and sitting for prolonged periods; manual dexterity may be required to operate an assigned vehicle.

Employee must lift items such as supply boxes. Requires vertically transferring items weighing up to 25 pounds.

Employee must tolerate sitting at a workstation. Requires tolerance of seated posture for prolonged periods.

Employee must operate a keyboard. Requires use of hands and fingers for inputting information into computer system.

Employee must view a computer screen. Requires use of eyes to read computer screen continuously throughout the day.

Employee works in a City building at a workstation. Employee must tolerate a working environment with inside controlled temperature.

Employee must carry supplies from one location to another. Requires horizontally transferring items weighing up to 25 pounds.