



## JOB DESCRIPTION

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

Position 284

Revised 06/2017

### Planner

**Department: 3200 Community Services/Administration**

**Union Affiliation: None**

**Pay Grade: GE10**

**EEO Function/Category: 10/02**

**FLSA Status: Exempt**

**Emergency response status: MS**

**Reports-to position: Planning and Zoning Manager**

**Workers' Comp Code: 8810**

#### JOB SUMMARY

Under the direction of the Planning and Zoning Manager, performs senior professional planning work. The Planner prepares/interprets plans, zoning, other development regulations, research on special planning-related projects and public contact providing information on planning and zoning matters. Employee is responsible for tracking and reporting on submitted applications to ensure a responsive and timely review process. Employee also serves the Planning and Zoning Division as a liaison between the business community, city departments and divisions with development review responsibilities. Employee attends Planning & Zoning Board and Board of Adjustment meetings.

#### ESSENTIAL JOB FUNCTIONS

- Sites plan review and interpretation, field inspections and documentation of ongoing projects, reviews comprehensive plan amendment and zoning amendment staff, and reports preparation.
- Promote resilience, socioeconomic and environmental sustainability in city planning, policy and urban design projects.
- Assist the City's sustainability efforts with tasks such as a vulnerability assessment, identifying priority need areas and actionable initiatives, metrics of success and monitoring, best practices and community mobilization.
- Reviews and prepares staff reports for entitlement and development approval applications.
- Makes presentations to approving Boards.
- Compiles statistical data for purposes involving population, economics, housing, and other topics.
- Assists with coordination of related planning activities performed by private consultants, contractors, and employees in Community Services and with other city departments.
- Update the city website as it relates to board meetings and planning & zoning items. Responds to zoning inquiries and requests for information from the public.
- Reviews building permit applications for consistency with land development regulations.

- Represents the Department at various public agency meetings as directed.
- Essential Employees may be required to work during a declared or undeclared emergency.
- Performs other related job duties as assigned.

### **QUALIFICATIONS**

#### **Education and Experience:**

Bachelor's degree in public administration, planning or related field and one (1) year of planning experience, or an equivalent combination of education, training and experience.

#### **Special Qualifications:**

For positions requiring the operation of City vehicles, must possess a valid current Florida driver's license, or be able to acquire one within 45 days of hire. Knowledge of Geographic Information Systems (GIS) is desirable.

#### **Knowledge, Skills and Abilities:**

- Knowledge of Florida's growth management legislation, comprehensive planning, zoning, subdivision and other development regulations.
- Skill in the use of a variety of computer programs, including Microsoft Office, GIS or CAD, PowerPoint and various other office equipment.
- Ability to manage multiple projects and assignments and meet deadlines.
- Clear and concise report writing.

### **PHYSICAL DEMANDS**

The work is generally sedentary and may require exerting up to 20 pounds of force occasionally and 10 pounds frequently to lift, carry, push, pull or otherwise move objects. Additionally, the following physical abilities are required:

- Dexterity: Primarily with fingers, as in picking, pinching, or typing.
- Hearing: Ability to hear and understand at normal speaking levels with or without correction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Reaching: Ability to extend hand(s) and arm(s) in any direction.
- Mental Acuity: Ability to make rational decisions.
- Speaking / Talking: Ability to communicate clearly, accurately and concisely through speech.
- Visual Acuity: Ability to perform activities such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading, operating motor vehicles; including color, depth perception, and field vision.

### **WORK ENVIRONMENT**

Work is performed in a dynamic environment that requires the ability to be sensitive to change and responsive to changing goals, priorities, and needs.

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**THIS JOB DESCRIPTION IS NOT INTENDED TO BE AND SHOULD NOT BE CONSTRUED AS AN ALL-INCLUSIVE LIST OF ALL THE RESPONSIBILITIES, SKILLS OR WORKING CONDITIONS ASSOCIATED WITH THE POSITION. WHILE IT IS INTENDED TO ACCURATELY REFLECT THE POSITION ACTIVITIES AND REQUIREMENTS, MANAGEMENT RESERVES THE RIGHT TO MODIFY, ADD OR REMOVE DUTIES AND ASSIGN OTHER DUTIES AS NECESSARY. THIS JOB DESCRIPTION DOES NOT CONSTITUTE A WRITTEN OR IMPLIED CONTRACT OF EMPLOYMENT.**

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**APPLICABLE ONLY TO POSITIONS REQUIRING A COMMERCIAL DRIVER'S LICENSE:** In compliance with Part 382 of the Controlled Substance & Alcohol use and testing section of the DOT Regulations, this employee currently possesses a valid Commercial Driver's License and is required in the performance of their job to operate vehicles requiring a CDL on a regular, occasional or emergency basis OR will supervise employees in this category:

Yes  No  N/A  Human Resources Initials: \_\_\_\_\_

If "NO" is marked above, Employee agrees to obtain the required license, or permit, within 120 days of employment.

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*The City has the right to revise this job description at any time. Signatures below do not represent in any way a contract of employment.*

I have read the foregoing job description, understand it, and feel that I am capable of performing all of the necessary requirements as stated above with or without reasonable accommodation.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Manager

\_\_\_\_\_  
Date