



JOB DESCRIPTION

Treasure of the Emerald Coast

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.

Planning Supervisor

Department: Engineering

Pay Grade: 115

FLSA Status: Exempt

JOB SUMMARY

Responsible for supervisory, professional level, long range, and current planning and zoning work in connection with ensuring compliance with applicable federal, state, and local regulations. The employee is under the general supervision of the Utilities and Engineering Services Director.

ESSENTIAL JOB FUNCTIONS

- Develops and maintains of long-range growth management, land use, economic development, utility, housing, and transportation plans and codes to meet the City's needs or intergovernmental agreements or requirements.
- Works in a team setting to assist with project development and implementation for growth management, land use, economic development, utility, housing, and transportation plans to meet the City's needs or intergovernmental agreements or requirements.
- Prepares all required updates to the Comprehensive Plan and prepares Evaluation and Appraisal Report as required by state law.
- Serves as primary staff support for the Local Planning Agency and Board of Adjustment. Provides staff support to other boards and committees as needed.
- Coordinates the review of private development applications for consistency with applicable City codes and regulations.
- Supervises and provides leadership direction to other planning staff.
- Prepares the annual Planning Division budget.
- Develops and implements programs and assists private parties in helping to implement City or State economic development goals.
- Prepares studies, reports, and other materials on Long Range Planning and economic development related issues for City Council, the Local Planning Agency, Community Redevelopment Agency, other various boards/committees, as well as citizen groups.

- Meets with and explains to members of organizations and the general public, specific planning, zoning and development activities, projects, regulations and standards.
- Performs a variety of research work relating to community planning, including the collection and analysis of various data.
- Attends public meetings of various boards, commissions, and committees, presenting reports on assigned projects and activities.
- Provides professional planning/technical advice to development professionals and City committees.
- Interprets, applies, and enforces the provisions of environmental regulations and other applicable federal, state, and local codes, laws, rules and regulations, specifications, standards, policies and procedures.
- Assists City staff in the enforcement of local ordinances and in interpreting City codes and master plans.
- Performs inspections related to development standards of the City Land Development Code.
- Coordinates with other government agencies on regional and local planning issues and legislation and serves on regional committees, sub-committees, and taskforces representing the City.
- Conducts technical research and prepares studies and statistical reports and recommendations for drafting or revising local legislation and long-range comprehensive plans.
- Attends professional development workshops and conferences to keep abreast of trends and developments in the field of municipal planning.
- Performs other job duties as assigned.

QUALIFICATIONS

Education and Experience:

Bachelor's Degree in planning or a related field; and five (5) years of professional planning experience, to include a minimum of three (3) years of supervisory experience; other combinations of experience and education which meet the minimum requirements may be substituted.

Special Qualifications:

- Possession of a valid State of Florida Driver's License.
- AICP certification preferred.

Knowledge, Skills and Abilities:

- Knowledge of the philosophies, principals, practices, and techniques of planning.
- Knowledge of one or more planning disciplines, such as urban design, affordable housing, economic development, transportation, or land use.
- Knowledge of construction processes.
- Knowledge of principles, methodology, practices of research and data collection.
- Knowledge of computer hardware and software programs, which may include Microsoft Office, Internet applications, and GIS.
- Ability to enter data or information into a terminal, PC, or other keyboard device.
- Ability to coordinate and manage a wide variety of technical and regulatory activities with various City departments.

- Ability to utilize good observation and deductive reasoning techniques to evaluate and determine possible code violations.
- Ability to understand and carry out complex oral and written instructions.
- Ability to work independently within established guidelines, prioritize and coordinate activities, and meet critical deadlines.
- Ability to enforce ordinances with firmness, tact, and impartiality and to deal courteously with the general public.
- Ability to read and interpret technical sketches and blueprints.
- Ability to analyze regulations and define impact on City facilities/natural resources.
- Ability to communicate effectively both orally and in writing.
- Ability to produce written documents with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Ability to manage projects effectively and meet firm deadlines.
- Ability to provide effective supervision and staff management.
- Ability to work effectively in a team setting.
- Ability to develop, prepare, and present studies and reports to governmental bodies, regulatory agencies, civic organizations, and others groups as necessary.

PHYSICAL DEMANDS

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Additionally, the following physical abilities are required:

- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing: Particularly for sustained periods of time.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 2: Including color, depth perception, and field vision.

- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
- Visual Acuity 4: Have visual acuity to operate motor vehicles and/or heavy equipment.

WORK ENVIRONMENT

- Work is performed both indoors in an office environment and outdoors in various weather conditions with exposure to adverse environmental conditions such as heat, cold, dust, dirt, pollen, odors, wetness, humidity and rain, and heights (up to 20 feet).