



# Senior Planner

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## **Position Summary** *(Major Job Duties)*

This highly responsible, professional mid-level Senior Planner, under general supervision of the Department Director, is responsible for writing text-based documents, including specific plans, master plans, design guidelines, strategic plans, and feasibility studies. Responsibilities also include presentation graphics, base mapping, land use planning, and entitlement processing. Project management, directing support staff and managing clients, project scheduling, and budgeting are also required duties. Travel for business within the tri-county area may be required for project work and to serve clients in various cities. The Senior Planner may also be responsible for facilitating public outreach meetings, project presentations to clients, and to public agencies. The qualified person will be expected to effectively delegate assignments, direct and manage research of code requirements, laws, ordinances, and official records, and ensure quality control in document and plan preparation. Experience in site and master planning is a plus.

## **Minimum Qualifications** *(Education, work experience, special requirements)*

This position requires a master's degree in City and Regional Planning or other related field and a minimum of 4 years of professional planning experience, with substantial experience in a government setting. A bachelor's degree in planning or a related field and six years of professional planning experience is also acceptable. Supervisory experience is preferred. Candidate should be actively working toward professional certification and have knowledge of Florida Planning and Development Law. Proficiency in Microsoft Office is required. Knowledge of GIS, Adobe Suites AutoCAD, and/or ArcView is preferred.

## **Typical Functions**

- Performs advanced professional work related to variety of planning assignments
- Manages complex planning studies, development applications and reviews consultant proposals
- Reviews and processes complex comprehensive plan amendments, rezonings, annexations, site plans, plats
- Develops project budgets, administers bidding process, verifies contract expenditures and compliance
- Conducts research and prepares statistical reports on land use, physical, social & economic issues
- Develops transportation plans, studies and analyses on regional basis
- Works in regional program areas relating to natural/water resources planning, community development, hazard mitigation, coastal zone mgt and others
- Performs field inspections to gather data relevant to the development review process and/or to verify that development projects comply with approved plans
- Schedules and conducts meetings with advisory boards and elected officials
- Presents reports and other findings to staff, Planning & Zoning Board, and Council and serves as liaison to such committees

- Attends substantial number of evening and weekend meetings
- Supervises more junior planners within organization

### **Required Knowledge**

- Advanced knowledge of the philosophies, principals, practices & techniques of planning
- Well-developed knowledge of one or more planning disciplines, such as urban design, affordable housing, economic development or land use
- Knowledge and experience in construction processes
- Knowledge of principles, methodology, practices of research and data collection
- Knowledge of effective writing techniques
- Knowledge of computer hardware and software programs, which may include Microsoft Office, Internet applications, and GIS

### **Required Skills**

- Excellent oral and written communication skills for preparing and presenting planning reports and projects
- Excellent interpersonal skills for facilitating relationships with elected/appointed officials or other decision-makers
- Creative problem-solving skills to gather relevant information to solve less well- defined planning problems
- Group facilitation skills for use with community workshops
- Ability to work on several projects or issues simultaneously
- Ability to provide effective supervision and staff management
- Ability to manage projects effectively and meet firm deadlines

### **Physical Requirements and Work Environment:**

Performs varied administrative responsibilities; usually under moderate direct supervision, allowing latitude for use of independent judgment. However, the position will require working with a team of professionals who take on their own assignments but also share assignments with one another. Composes a variety of correspondence, especially to the public. Establishes and maintains a variety of complex records and reports. Computes and compiles data. Sets up and maintains files. Schedules meetings. Observes conditions in the community, speaks with community leaders, takes photographs, and makes presentations before governmental committees, boards and community organizations.

**Salary Range:** \$50,000 - \$85,000 DOE

**Apply to:** [info@rma.us.com](mailto:info@rma.us.com)