

## **CITY OF MOUNT DORA**

### **POSITION DESCRIPTION**

**July 2016**

**POSITION TITLE:** PRINCIPAL PLANNER

#### **JOB OBJECTIVES** (Purposes of the position):

- An individual responsible for the day to day operation and activities of the two Community Redevelopment Agencies as it pertains to physical planning and research; coordinating redevelopment board activities with property owners, businesses, and public and private agencies; and implementation of programs and projects.
- Process Historic Preservation Board requests for Certificate of Appropriateness.
- Basic planning functions such as conditional use, rezoning, annexations, site plans, subdivision plans, and variance review.
- Investigates grant opportunities.

#### **ESSENTIAL JOB FUNCTIONS** (Functions essential to attaining job objectives):

- Provides staff support for Downtown Community Redevelopment Agency, Northeast Community Redevelopment Agency, Historic Preservation Board, and Planning and Zoning Committee, as required.
- Attends public meetings (includes evenings) to obtain and/or provide information regarding the activities associated with CRA, Historic Preservation, and Planning and Zoning Commission.
- Responsible for reporting as required under Florida State Statute 163, Part III.
- Assist in the development of CRA annual reports and marketing efforts.
- Process CRA Redevelopment Plan Amendments.
- Assist in research, clerical and downtown maintenance employees.
- Assist in the annual budget preparation and management for redevelopment trust fund.
- Conducts research on zoning use issues, zoning regulations, planning activities, and parcel and tax information.
- Oversee specific programs and projects involving the private sector that stimulate the economy in the redevelopment district.
- Assist in the project management for redevelopment construction projects.
- Implements programs and projects necessary for the development of the redevelopment district.
- Oversees management of CRA owned properties.
- Monitoring the tax increment for each district and sending out the invoices to the contributing taxing districts.
- Process Certificate of Appropriateness requests and provide recommendations to the Historic Preservation Board.
- Performs various other duties and responsibilities as directed by the Director.

#### **JOB STANDARDS** (Minimum qualifications needed to perform essential job functions):

1. A minimum of a Bachelor's Degree (BA/BS) from an accredited college or university in Urban/Regional Planning, Public Administration, or related field. Five (5) years of progressively responsible experience in community redevelopment agencies (CRA) with and emphases in redevelopment; a comparable combination of education and experience may be considered.
2. Must possess a thorough knowledge of principals and practices of urban and regional planning and public administration.
3. Familiarity with local, state, federal laws and regulations relating to community development and redevelopment.
4. Knowledge and experience in construction and contract management.
5. Knowledge in historical preservation.
6. Knowledge in Comprehensive Plans and Land Development Codes.
7. Ability to express one's self effectively and clearly both verbally and in writing.
8. Computer literate with the ability to create programs and forms, word processing, data base, and spreadsheet creation and manipulation.
9. Ability to supervise and coordinate office practices and procedures.
10. Ability to meet and deal tactfully with the general public.
11. Ability to work in a fast paced, unsupervised working environment.
12. Ability to get along and deal with co-workers on a daily basis.
13. Complete the required National Incident Management System (NIMS) training within 6 months of completion of probationary period.
14. Must possess a valid Florida Driver's License.

**EQUIPMENT** (Machines, devices, tools, etc., used in job performance):

1. Personal computer.
2. Copy machine, and scanner.
3. Calculator.
4. Fax machine.
5. Multiple-line telephone.
6. City vehicle.
7. Two-way radio.
8. Camera.

**CRITICAL SKILLS/EXPERTISE** (Needed for this job specifically):

- Knowledge of City building, zoning and redevelopment laws and land development codes.
- Knowledge of Community Redevelopment Agencies pursuant to Florida Statutes and Redevelopment Plans.
- Knowledge of the principles of public administration and the ability to apply these principles to planning and redevelopment activities.
- Knowledge of city ordinances and land use codes and ability to interpret into daily functions.
- Knowledge of state statutes and pertinent rules and regulations or ability to research the same.
- Knowledge of the principles of city planning and neighborhood redevelopment practice.
- Contract and construction management.
- Ability to meet and work with the general public, construction contractors and other land development professionals and explain regulations clearly.

- Ability to effectively present information and respond to questions from developers, contractors, City Boards/Committees as well as the general public in written, graphic and oral forms.
- Ability to establish and maintain effective working relationships with department heads, other city employees, outside agencies and the general public.
- Ability to read and understand maps, legal description, site plans, and plats.
- Ability to operate motor vehicles and visit properties and work sites.

**NON-ESSENTIAL FUNCTIONS** (Marginal tasks performed by incumbent of this position)

1. Clerical skills and office procedures.
2. Must be able to operate a variety of office machines and equipment including computers, copiers, telephones, etc.

**ESSENTIAL PHYSICAL SKILLS**

- Ability to talk by means of spoken words.
- Acceptable eyesight (with or without corrections).
- Acceptable hearing (with or without hearing aid).
- Ability to lift and/or carry weights of five to ten pounds.
- Sitting most of the time.
- Walking or standing for periods of time.

**ENVIRONMENTAL CONDITIONS**

Works primarily inside in an office environment supplemented by field visits to various locations within the City outside at various sites with exposure to dirt, dust, fumes, machinery and hazardous materials and occasional meetings outside the City.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)