



Job Description

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| Job Title: | PRINCIPAL PLANNER/ECONOMIC DEVELOPMENT COORDINATOR |
| Department: | Planning & Redevelopment |

GENERAL DESCRIPTION

Advanced professional work conducting a variety of planning assignments. A highly responsible profession conducting technical planning work and coordinating permitting, redevelopment, and economic development functions. Assist Director in advanced comprehensive planning, land development and zoning regulations. Work is performed under the general direction of the Planning & Redevelopment Director.

Essential Job Functions:

(Essential job functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

- ◆ Participates in the major segments of the City's planning program. Prepares studies and research for such items as land use, economic trends, utility systems, community facilities, population, housing and concurrency management.
- ◆ Assists with the planning and coordination of the long-range planning function which is designed to produce and maintain a meaningful and implementable comprehensive plan for development of the City, including meeting all regulatory requirements pursuant to Chapter 163, Florida Statutes.
- ◆ Research and analysis of complex issues (land development application for current planning/special activity for advanced planning) and formulates recommendations for inclusion in staff reports, ordinances, land development code and Comprehensive Plan. Explains zoning and land use regulations.
- ◆ Conducts meetings with applicants, business owners, development professionals, and/or citizen groups and participates in conferences, meetings and representative on other Governmental agency subcommittees as the situation warrants.
- ◆ Attends Planning Board and Board of Adjustment regular meetings; attends City Council and other Board or committee meetings as necessary and assists Boards, Council and committees as required.
- ◆ Coordinates with local municipalities, community development agencies, and other groups to identify economic development projects that will enhance and increase economic development in the City.
- ◆ Facilitates cooperation between local agencies to promote economic development for mutual benefit. Conducts studies related to neighborhood redevelopment, economic development, landscaping and physical planning.
- ◆ Performs current planning functions, including annexations, zoning, business tax receipt review, and development review applications; provides information to applicants and the public and assists in the preparation of staff reports and makes presentations as assigned.
- ◆ Assists the Director in specialized planning studies.
- ◆ Performs related work as required.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities:

- ◆ Advanced knowledge of the philosophies, principals, practices & techniques of urban planning.
- ◆ Knowledge and experience in development review process and zoning regulations.
- ◆ 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.
- ◆ Ability to conduct and participate in complex planning studies and to analyze information and formulate substantive recommendations based on such studies.
- ◆ Ability to understand laws, rules and regulations.
- ◆ Ability to work with others and present ideas and findings clearly and concisely in written, oral and graphic form.
- ◆ Ability to establish and maintain effective working relationships with supervisors, department heads, outside agencies and the general public.
- ◆ Ability to manage projects effectively and meet firm deadlines.
- ◆ Ability to read site plans, use various scales of measurement and make calculations.
- ◆ Ability to operate a PC in a network environment.

Education and Experience

- ◆ Graduation from an accredited four-year college or university with a degree in Urban Planning or related field and five years of public planning experience; or a master's degree in planning and three years of public planning experience; or a master's degree in planning with two years of public planning experience and AICP certification.

(A comparable amount of training or experience may be substituted for the minimum qualifications.)

Licenses, Certifications or Registrations:

- ◆ American Institute of Certified Planners (AICP) preferred.

ESSENTIAL PHYSICAL SKILLS

- ◆ Acceptable eyesight (with or without correction)
- ◆ Acceptable hearing (with or without hearing aid)
- ◆ Ability to communicate both orally and in writing.
- ◆ Ability to access file cabinets for filing and retrieval of data.
- ◆ Ability to access, input and retrieve information from a network PC.
- ◆ Ability to sit at a desk and view a display screen for extended periods of time.

ENVIRONMENTAL CONDITIONS

- ◆ Works inside in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

Employee

Date