

March 1, 2024

City of Oakland Park
Career Opportunity Posting
Vacancies: 1

Posting#: 0016-2024
Open Competitive

PLANNER

Grade (27): 55,118.90-88,190.25

POSITION

Position is responsible for intermediate level professional work in the areas of planning and development for the City's current and long-range planning goals, objectives, and initiatives. Areas of responsibility include, but are not limited to, comprehensive and neighborhood planning, development review, conducting research, and special studies, interpreting the land development and reviewing amendments to the code for conformance with the comprehensive plan. Responsibilities include coordinating the activities of paraprofessional planning staff, providing technical advisement on planning and growth management issues, coordinating with other departments and agencies involved in planning and growth management, conducting surveys, and compiling and analyzing data for planning projects affecting zoning and land use planning. The incumbent will act as the liaison to the various Boards and City Commission on all current planning cases and zoning code amendments. Work is performed independently under limited supervision with considerable latitude. Position typically requires processing and interpreting of more complex, less clearly-defined issues.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Coordinates the day to day activities of the division; facilitates both long-range and current planning actions related to compliance with the Land Development Code and Comprehensive Plan goals, objectives, and policies.
- Prepares staff reports/transmittal items and support documentation in a timely manner to the City Manager's office for scheduled Commission meetings.
- Meets deadlines for advisory boards and Development Review Committee meetings; writes detailed case analysis reports related to all aspects of current and long-range planning.
- Assists in researching and drafting new or revised land development codes.
- Provides analysis and responses regarding the compatibility of the proposed development with Land Development Codes and Comprehensive Plan designations.

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- Participates in the maintenance and coordination of the current planning agenda, long-range planning, and related administrative needs through the use of a detailed activity report.
- Obtains, assembles, summarizes, and analyzes data involved in planning, such as land use, population, economic characteristics, traffic, land development, and other factors pertinent to a comprehensive planning program, including the use of GIS software to produce maps.
- Provides or assists in providing technical and professional advisement regarding planning and development functions to management, governing authorities, and members of the public.
- Coordinates resident complaints regarding neighborhood traffic issues.
- Evaluates land use and zoning proposals to ensure compliance with applicable City, state or federal laws, codes, ordinances, and related regulatory standards.
- Participates in the supervision of administrative support, paraprofessional department staff, and interns by assigning tasks, and providing technical reviews for work products.
- Evaluates environmental information and recommends mitigation measures to reduce adverse impacts of development.
- Participates in the development, maintenance, and administration of a comprehensive information resource database for planning and growth management analysis purposes.
- Provides presentations to supervisors, boards, commissions, civic groups, and the general public on planning and growth management issues as directed.
- Participates in various development review and pre-development meetings to provide information and guidance applicable to the City's community development goals, objectives, and initiatives.
- Maintains current knowledge of trends and developments in the disciplines of urban and regional planning and zoning administration for application to functions undercharge.
- May provide technical recommendations on the development and implementation of growth management policies and regulations.
- May negotiate leases on city-owned property and obtain City Commission review and approval of them through the entire process.
- May represent the City at meetings, conferences, and workshops concerning planning and growth management issues.
- Requires regular attendance to scheduled work shifts.

KNOWLEDGE, SKILLS & ABILITIES

- Thorough knowledge of the principles and practices applied to the review and analysis of urban planning and growth management initiatives.

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- Thorough knowledge of the planning, zoning, physical development, and economic development principles and practices applied to municipal community development.
- Thorough knowledge of the body of available and current information resources applicable to planning and growth management for technical research purposes and for special projects as may be assigned.
- Thorough knowledge of legislation affecting growth management and land development in Florida.
- Thorough knowledge of the development functions of municipal, state, and county government.
- Thorough knowledge of modern office practices, with emphasis on computer literacy, word processing, spreadsheet applications, and electronic records and file management.
- Skill in providing excellent customer service.
- Ability to review, understand, and render recommendations regarding ordinances, land development legislation, codes, special requests, and applications or related information.
- Ability to assign, delegate, and provide tasks and projects to paraprofessional planning staff, interns, and consultants.
- Ability to establish and maintain effective working relationships with internal and external customers, as well as governing and appointed authorities.

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

Bachelor's degree in urban and regional planning, public administration, or related field; supplemented by a minimum of two (2) years' experience in a municipal planning function. Must have the American Institute of Certified Planners (AICP) certification. Must have a valid Florida driver's license without any restrictions affecting the ability to perform the essential job duties.

PREFERRED

Master's degree in urban and regional planning, public administration, or related field.

Submit official City application and required attachments to:

<https://oaklandparkemployees.munisselfservice.com/employmentopportunities/default.aspx>

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