

# City of Temple Terrace

SALARY RANGE: \$90,000 - \$115,000 Annually

POSITION: City Planner

POSITION NO: 3.302

DEPT: Community Development

This is highly responsible professional work in the Community Development Department's Planning Division. Responsibilities include site plan reviews, staff presentations to City Council, supervision of the division's staff; preparation of the division's budget; special projects, studies and reports; historic preservation; downtown redevelopment; river preservation; and development and maintenance of the Land Development Code and Level of Service Standards. Requires coordination with other City staff, contractors, developers, land use professionals, the City/County Planning Commission and other governmental agencies and the public.

The position functions as part of the Community Development Department management team and may, at the designation of the Director, serve as acting Community Development Director.

## **MINIMUM QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

- Considerable knowledge of the principles and practices of planning, and the land development process.
- Knowledge of statutes and laws pertaining to comprehensive planning, and the planning process.
- Experience with site plan review, variances, conditional uses, zoning, and land development.
- Ability to communicate effectively orally and in writing.
- Ability to review site development plans and blueprints; prepare reports, maintain records, make professional presentations, and perform other essential duties.

### **Training, Certification, and Experience**

- A Bachelor's degree in Community/Urban Planning or related field (Master's degree is preferred)
- At least 4 years of planning experience in a public or private planning agency.
- Previous supervisory experience (preferred)
- American Institute of Certified Planners certification is desirable.

### **Special Requirements**

- Valid Florida Driver's License (if not currently held at time of hiring, must be obtained within 6 months)

The City of Temple Terrace is a drug-free workplace.  
A pre-employment drug screen, criminal history background investigation,  
and a driver's license verification will be conducted.

EQUAL OPPORTUNITY EMPLOYER  
VETERAN'S PREFERENCE EMPLOYER

POSTING DATE: May 14, 2025  
CLOSING DATE: Open until filled.