

Planner II

General Definition of Work:

Under direction, the purpose of the position is to perform moderately complex planning activities including (1) land use, environmental, transportation, infrastructure and physical planning; (2) data research, inventory and analysis to support planning activities; and (3) report writing and development review to implement the City's Comprehensive Plan. Employees in this classification function at medium professional level to perform skilled planning work. Objective is to execute the City's program for its Comprehensive Plan in compliance with all applicable codes and regulations.

Essential Functions/Typical Tasks:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. 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.

- Obtains data and performs required analysis to support the Comprehensive Plan and associated studies.
- Provides technical assessment of impacts of land use for both current and long range planning activities.
- Reviews preliminary and final plans for development for compliance with Comprehensive Plan and development regulations.
- Coordinates Inter-departmental review of the development applications.
- Provides assistance to senior level staff positions in both current and long range planning activities.
- Assists in the long range planning function of the department by providing information and analysis.
- Responsible for distribution of demographic data to the general public.
- Assists applicants with submittal of plan amendment applications.
- Assists the general public and developers with the application of the future land use map as designated on their property.
- Participates in the review and implementation of the Land Development Code.
- Assists in preparing and making presentations to the Board of City Commissioners, Planning Commission, and community groups.
- Provides technical assistance at meetings.
- Conducts necessary research and analyzes collected data.
- Continues to gather knowledge of professional planning practices and shares with others.
- Acts as project coordinator on assigned review projects and fulfills required job functions.
- May act as Team Leader on certain assigned projects.
- Supervises the work of assigned employees and support staff to assure conformity with pertinent City codes, ordinances and statutes.
- Performs duties as assigned/necessary which are related, or logical in assignment to the position.

Knowledge, Skills, and Abilities

Knowledge of the principles and practices of urban, environmental, and transportation planning; knowledge of State, County and municipal planning, zoning and development. Knowledge of pertinent federal, state and local rules, regulations, ordinances, and other regulatory standards applicable to the work. Knowledge of the objectives associated with both long and short-range planning initiatives within assigned area of planning. Knowledge of the body of available and current information resources applicable to the functions for technical research purposes and for special projects as may be assigned. Ability to interpret rules, regulations, and policies for effective decision-making in accordance with established precedent. Knowledge of required development applications. Interpersonal, leadership, planning, management and communications skills; ability to communicate professionally verbally, in writing, and in presentations. Skill in researching, compiling, and summarizing statistical data and information materials. Ability to utilize personal computers, standard office equipment and standard

software applications, e.g., word processors, database software, spreadsheet applications. Ability to establish and maintain effective working relationships and communications with internal and external customers, industry professionals, co-workers and the public. Ability to organize work, establish priorities, meets established deadlines, and follow up on assignments with a minimum of direction. Ability to interpret a variety of instructions in written, oral, diagram, or schedule form.

Education and Experience:

Bachelor's Degree in Planning or related field supplemented by four (4) or more years professional planning experience within a similar public organization; or an equivalent combination of education, certification, training and/or experience. A Master's Degree in Planning, Public Administration, or comparable field, is considered comparable to two (2) years of experience. A Certificate in Planning, Public Administration, or comparable field, is considered comparable to one (1) year of experience. Must possess and maintain a valid Florida Driver's License.

Physical Demand Requirements

This is sedentary work requiring the exertion of up to 20 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires standing, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, use of measuring devices, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.