



JOB DESCRIPTION

Job Title: Planner II – Associate Planner **Reports To:** Urban Design Manager
Work Comp Code: 8810 **Department:** Urban Design
 Exempt **Non-exempt** **Full Time** **Part Time (hrs./week)**
Pay Grade: 11 **Salary Range:** \$41,537.60 - \$64,396.80

POSITION SUMMARY:

An advanced professional planning position responsible for researching and analyzing technical data in the field of city planning. Performs professional and technical work developing, researching, data collection, mapping and maintaining public planning studies and programs on land use, zoning, conservation, housing, transportation, population, coastal management, historic preservation and other areas of comprehensive planning activities.

ESSENTIAL FUNCTIONS AND DUTIES include the following. Other duties may be assigned as dictated by operational necessity.

- Accepts planning applications and verifies that information is complete and accurate; schedules projects for review; maintains files for applications processed; and assesses project compliance with regulations and guidelines.
- Acts as liaison between community groups, government agencies, developers and elected officials in developing neighborhood plans.
- Planning and implementation of neighborhood improvement projects, including program and project design, contract writing, and administration.
- Draft legal notices, agreements, staff reports, Resolutions and Ordinances.
- Evaluation of rezoning proposals, ordinance amendments, site plans, special use permits, variances and other proposals.
- Collect, assembling, summarizing, and analyzing basic data involved in planning, such as land use, population, economic characteristics, traffic, services, historic preservation, land development, and other factors pertinent to a master planning or a comprehensive planning program.
- Coordinates and participates in the review and approval of building permit applications to ensure compliance with the City's Land Development Code and Comprehensive Plan.
- Develop recommendations for current and long term planning projects; prepares technical studies and reports.
- May make presentations to the City Council, CRA, Planning Commission, Committee, Development Review Committee, and Historic Preservation Advisory Board.
- Prepares and distributes the Planning Commission, Development Review, Board of Zoning Appeals, Historic Preservation Advisory board agenda packets in the absence of the department admin.
- Provides information, guidance, and advice to applicants and the general public in response to inquiries regarding land use, zoning, platting, development applications, and other planning matters.
- Receives, reviews for completion, and processes development applications including evaluation of site plans, subdivision plats, rezoning applications, right-of-way vacations and other land development proposals; ensures applications conform with the City's development code, master plans, planning principles and the Comprehensive Plan.
- Reviews detailed accurate construction plan sets for City improvement projects.
- Research and compile existing parcel data such as paper copy and CAD survey data, plats, legal descriptions, and construction drawings to establish project limits for permit drawing submissions.

- Represents the Department at meetings and public hearings, as requested and prepares staff reports and presentations.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to carry out each essential duty or responsibility satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities; education and/or experience; and, certificates or licenses required in order to fill the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job. In lieu of certain requirements listed below, Employee may accrue or acquire certain specified time in service, specialized skills, and/or certifications, thereby qualifying for this position through the City’s career progression policy.

KNOWLEDGE / SKILLS / ABILITIES:

- Ability to attend to details while keeping big-picture goals in mind
- Ability to review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions
- Ability to work independently or in a team environment as needed
- Ability to multi-task, prioritize, and receive direction from multiple people.
- Ability to initiate and take ownership of a task or project and see it through to completion.
- Excellent written and oral skills related to grammar, punctuation, diction, and style
- Ability to review project plans and specifications submitted by consultants for accuracy
- Group facilitation skills for use with community workshops
- General knowledge of the principles and practices of engineering, surveying, economics, and business management
- Knowledge of computer hardware and software programs, which may include Microsoft Office, Internet applications, econometric or transportation modeling, database management, AutoCAD or GIS
- Knowledge of department and city policies and procedures and federal, state, and local codes, laws and regulations
- Knowledge of the economics, engineering, public finance, and other aspects applied to governmental planning.
- Knowledge of principles and practices of research and data collection.
- Skilled in customer service, including the ability to communicate clearly and concisely, both in person and in writing
- Statistical, algebraic, and geometric knowledge and ability to apply such knowledge in practical situations

EDUCATION, EXPERIENCE, LICENSES AND CERTIFICATIONS:

- Bachelor's degree in urban planning, architecture, engineering, public policy, or related area of study
- Three (3) years’ experience in urban design/urban planning, practical experience or a multi-discipline engineering experience may be substituted for education or as approved by the Urban Design Director
- AICP preferred or ability to acquire such designation within eighteen months of employment
- Must have a valid Florida driver’s license

SUPERVISORY RESPONSIBILITIES:

- None

ESSENTIAL PHYSICAL ABILITIES:

Code: Constant = 2/3 or more of the time
 Frequent = from 1/3 to 2/3 of the time
 Occasional = up to 1/3 of the time
 N/A = Not applicable

Physical Skills	Constant	Frequent	Occasional	N/A
Heavy lifting (45 lbs.. and over)			X	

Physical Skills	Constant	Frequent	Occasional	N/A
Moderate lifting (15 to 44 lbs.)			X	
Light lifting (under 15 lbs.)		X		
Heavy carrying (45 lbs. and over)			X	
Moderate carrying (14 to 44 lbs.)			X	
Light carrying (under 15 lbs.)		X		
Reaching above shoulder			X	
Use of fingers	X			
Both hands required	X			
Climbing (use of legs and arms)			X	
Climbing (legs only)			X	
Good near vision	X			
Good distant vision	X			
Both eyes required	X			
Depth perception	X			
Distinguishing basic colors	X			
Distinguishing shades of colors	X			
Good hearing (with or without hearing aid)	X			
Straight pulling				X
Pulling hand over hand				X
Pushing				X
Walking	X			
Standing		X		
Crawling				X
Kneeling			X	
Bending			X	
Balancing			X	
Stooping			X	
Jumping				X
Running				X
Throwing				X
Driving (cars, small vans, pick-ups, etc.)			X	
Driving & operating (heavy equip., trucks, etc.)				

ENVIRONMENTAL CONDITIONS:

Code: Constant = 2/3 or more of the time

Frequent = from 1/3 to 2/3 of the time

Occasional = up to 1/3 of the time

N/A = Not applicable

Environment	Constant	Frequent	Occasional	N/A
Work Inside	X			
Work Outside		X		
In the Heat			X	
In the Cold			X	
In High Humidity			X	

Environment	Constant	Frequent	Occasional	N/A
In Dampness or Chilliness			X	
In Dry Conditions			X	
In or with Noisy Conditions			X	
In Darkness				X
In or with Dusty Conditions			X	
With Silica, Asbestos, etc.				X
With Fumes or Gases				X
With Smoke or Flames				X
With Chemicals				X
With Solvents				X
With Grease or Oils				X
With Radiant Energy				X
With Electrical Energy				X
On Slippery Surfaces			X	
On Uneven Surfaces			X	
In or With Moving Objects				X
In or With Ladders/Scaffolding				X
At Heights above Ground Level				X
Below Ground Level				X
In Water			X	
With Explosives				X
With Poor Ventilation				X
With Odors				X
With Unusual Fatigue Factors				X

DISCLAIMERS:

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Individuals who cannot perform some of the requirements because they pose health or safety risks to themselves or other employees may be excluded from this position.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by this supervisor.

Requirements are representative of minimum levels of knowledge, skills and/or abilities or aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise.

EMERGENCY RESPONSE STATEMENT:

Every City employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees may be subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

I have read and understand the contents of this Job Description. I certify that I am capable of carrying out the Essential Functions and Duties of the job as specified.

(Print Name)

(Date)

(Signature)