

MAJOR FUNCTION

This is advanced professional work in transit or community planning, research, and design relating to long range planning and/or urban design, current land development and rezoning proposals, environmental assessment, planning and ecological research, or planning and developing programs, depending upon the functions of the department to which the position is assigned. An employee in a position allocated to this class receives direction from a higher level professional or manager and must exercise considerable judgment in technical planning matters.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Job Duties**

Works as an ombudsman to assist applicants through the development review process for applicants within design review districts. Writing and developing plans and ordinances analyzing planning issues, analyzing and writing reports with recommendations on Comprehensive Planning text and map amendment requests. Collects and analyzes data; writes reports and makes recommendations that result in improved service delivery. Oversee the development, implementation and maintenance of projects, programs, and activities formulated as a result of research activities. Is responsible for executing a wide variety of planning and planning-related tasks; coordinates the efforts of agencies concerned with planning and funding activities; plans and organizes the work of for the most efficient performance of the duties involved; receives general work assignments, schedules their completion and makes assignments to subordinates; acquires, compiles and analyzes research data and prepares reports; performs the more difficult planning assignments and reviews work done by subordinates; reports to superior on the progress of work; makes adjustments as necessary in the scheduling of work and prepares or reviews plans and reports. Assists and informs the public and other departments on matters concerning planning and environmental management, as is applicable. Conducts environmental assessments of specific sites or project proposals. Conducts research on various environmental development issues; writes and develops management strategies and technical reports. Documents and analyzes building permit information. Analyzes proposed annexation areas to determine conformance with local, state, and federal statutory laws. Collects and analyzes data for various research publications. Attends meetings of the City and County commissions and meetings of appointed planning boards or committees. Coordinates the work of Planner I and Planner II in insuring compliance with applicable codes and permitting requirements. Performs related work as required.

Lead staff person on matters that pertain to amendments to the zoning map and site plan review and subdivision regulations as assigned. Reviews/evaluates development applications, rezonings, and Planned Unit Developments for consistency with the Comprehensive Plan, land development regulations, reports and issues. Prepares amendments to regulations, presents final work product in writing or verbally. Evaluates problems, coordinates responses to citizens and elected officials through the Citizen Relations Office. Conducts site visits. Analyzes land use applications. Prepares oral and written reports concerning same. Reports to City Commission and County Commission, and administers Planning Commission, Canopy Roads Citizens Committee and Development Review Committee. Prepares agendas and agenda materials for a minimum of six regular meetings per month. Researches and prepares reports on land use studies. Administers public hearing process on developments of Regional Impact and participates in the review process. Assists with reviewing minutes of Planning Commission and Canopy Roads Citizens Committee. Prepares memoranda and correspondence pertaining to any aspects of zoning or current plans. Works with developers and landowners to integrate developments within the community and ensure plans are consistent with policy directive. Performs related work as required.

Other Important Duties

Serves on various committees as required. Serve as grants management coordinator, which includes tracking available funding, research, monitoring, proposal and report development to comply with grant funding requirements and some program implementation. Monitors expenditures for work orders. Provide training to other staff in the use of specialized equipment and applications used in job performance. Attends training and developmental sessions to keep abreast of events in subject area. Performs related work as required.

DESIRABLE QUALIFICATIONSKnowledge, Abilities and Skills

Thorough knowledge of the principles and practices of planning and urban design. Considerable knowledge of laws and regulations related to planning. Ability to read and review architectural drawings and site plan documents. Ability to conduct Planned Unit Development Reviews. Ability to formulate land development regulations. Ability to perform technical research work and to give reliable advice on difficult planning projects. Ability to maintain effective working relationships as necessitated by the work. Ability to communicate effectively orally, with visual aides, and in writing. Skills in research methods and analysis. Skill in the use of personal computers and some associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a master's degree in urban and regional planning, public or business administration, or a related field and three years of professional experience that includes urban, county and/or regional planning in the public and/or private sector; or possession of a bachelor's degree in urban and regional planning, public or business administration, or a related field and four years of professional experience that includes urban, county and/or regional planning in the public and/or private sector; or an equivalent combination of training and experience.

Necessary Special Requirement

At the department director's discretion, a valid Class E State driver's license may be required for any of the designated positions allocated to this class.

For designated positions in this job classification, incumbent will be required to file a financial disclosure statement with the Supervisor of Elections in their county of residence, in compliance with Florida Statutes, Chapter 112, Part III. Such filing is required within 30 days of placement in a covered position, annually thereafter by no later than July 1 of each year in which they serve in the covered position, and within 60 days of leaving the covered position.

Established 03-23-13

Revised: 01-01-20