

PLANNER I

MAJOR FUNCTION

This is a diversified professional/technical position that involves a variety of work assignments both in long range planning, comprehensive planning, and/or current planning. Employees in this classification provide customer service to the public by processing zoning and Special Use Permit applications. Work includes visiting designated sites, preparing reports/recommendations, attending public hearings and assisting other department paraprofessional, technical, and professional staff.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

- Reviews and processes zoning and Special Use Permits by conducting research of subject and surrounding properties, performing site visits, assisting in creating technical studies and reports and maintaining data.
- Collects, organizes, and maintains various forms of data, including but not limited to, social, economic, land use, housing, demographics and various other infrastructure data to for technical studies and reports.
- Conducts planner staff meeting and attends public hearings before various Commissions and Boards.
- Assists with the preparation of various large and small scale comprehensive plan amendments, zoning applications, and existing land use and subdivision surveys according to state and local requirements.
- Provides technical support to senior planners. Assists in preparation and implementation of Evaluation Appraisal Report.
- Assists in preparation of state grants, inter-local agreements, housing programs, land development regulations, staff work program studies, sector planning studies, statistical studies, and program applications, as well as analysis of RFP interviews.
- Assists the planning staff in answering questions from the general public regarding planning activities. Assists Boards, Commissions and committees as required.
- Works independently in conducting research and formulating recommendations on various development applications and comprehensive plan amendments.
- Prepares materials and makes presentations to various boards or commissions, as assigned.
- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned schedule.

SECONDARY FUNCTIONS

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- Performs other duties as assigned.

CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.

SUPERVISION

This position has no supervisory responsibility.

EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATIONS

Education and Experience

Bachelor's Degree in planning, public administration, architecture, landscape architecture, urban design or a related field with Master's Degree preferred; and some work experience in professional planning or related field; or an equivalent combination of training and experience.

Licenses

Possession of a valid Florida Divers License.

Certifications

American Institute of Certified Planners certification desired.

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

Language Skills

- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents, and current legislative issues.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to write speeches and articles for publication that conform to prescribed style and format.
- Ability to effectively present information to top management, public groups, and/or boards.

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Mathematical Skills

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Problem Solving Abilities

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Interprets complex and detailed technical data.
- May participate in development of policy, programs, and plans.

Specialized Skills and Abilities

- Ability to read maps with intricate markings, land use surveys, and judge distance; ability to interpret legal descriptions, maps, aerial photography, remote sensing data, and site plans.
- Ability to read and interpret technical written and graphically presented material; includes ability to read text, identify themes, make inferences, and draw conclusions which accurately reflect the material.
- Ability to analyze various kinds of data and other research information.
- Knowledge of descriptive statistics and principles and application of statistical inference.
- Knowledge of sound planning principles. General knowledge of the County codes and regulations pertaining to planning, zoning and community development.
- Knowledge of the principles and practices of comprehensive planning according to federal, state, and local regulatory requirements applicable to current and long range planning.
- Ability to contribute to the development of an on-going planning program to promote efficiency within local government.
- Ability to effectively plan, organize, supervise and carry out research projects.
- Ability to research legislation and determine the effects upon the on-going planning program.
- Ability to supervise a small group of professional, technical and clerical personnel.

- Strong organizational skills and attention to detail, with ability to meet multiple deadlines.
- Knowledge of computers, including word processors and spreadsheet applications.
- The ability to establish and maintain effective working relationships with associates, subordinates, government officials, representatives of other agencies and the general public.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

Machines and Equipment

This employee will be required to operate a computer, calculator, telephone, fax machine, copy machine, and other general office equipment, as well as drive a vehicle in the completion of the tasks of the position.

PHYSICAL DEMANDS

While performing the duties of this job, the employee will occasionally be required to use hands to finger, handle or feel, reach with hands and arms, and lift up to twenty-five pounds; will regularly be required to stand, walk, and sit; and will frequently be required to talk and hear. Special vision requirements include close vision and the ability to adjust focus to bring an object into sharp focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee will occasionally be exposed to outdoor weather conditions. The noise level for this environment will be moderate.

Established: 10/99	Category: 2
Pay Grade: 13	Status: NE
Job Description Number: 2057	Revised: 6/2003