

## **SITE PLANNER**

### **MAJOR FUNCTION**

This is a professional position involving the detailed review, evaluation and approval of proposed development applications for conformity with land development regulations and comprehensive plans.

### **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.

- Provides information to the public on the land development code and zoning regulations.
- Reviews and processes building permits (commercial), special use permit applications, re-zoning applications, administrative use permits, major and minor site drainage plans, ESOZ site plans, preliminary plats, variance applications, and PUD development plans.
- Researches, drafts and presents land development code amendments.
- Reviews vesting applications. Researches, drafts, and presents findings and facts to staff vesting committee. Maintains files and tracks vested projects.
- Determines flood plan elevation.
- Performs miscellaneous administrative duties as delegated by Zoning Director.
- Acts on behalf of the Zoning Director in his/her absence.
- Attends various meetings and seminars as directed.

### **SECONDARY FUNCTIONS**

- Performs other tasks 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**

Occasionally functions as a lead worker for a small group of employees (one to five) in the absence of a designated lead position. May review the work product of others. Provides guidance, advice, and assistance to others on work assignments. Provides work direction.

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### **EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATIONS**

#### **Education and Experience**

Bachelor Degree from four-year college or university; with two years related experience or training; additional years of experience may substitute for a portion of the required education; or equivalent combination of education and experience.

#### **Licenses**

Possession of a valid Florida Drivers License.

### **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 legal documents and codes, industry technical journals, and financial data and reports.
- Ability to respond to inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to effectively present information to top management, public groups, and/or boards.
- Ability to write speeches and articles for publication that conform to prescribed style and format.

#### **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 define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions, mathematical or diagrammatic forms and deal with several abstract and concrete variables.
- Develops plans, policies, specifications, and programs occasionally.
- Functions independently as an expert in matters of specialized code, rules, policy, or

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analysis systems.

### **Specialized Skills and Abilities**

- Thorough knowledge of the theory, principles, practices, and techniques of planning as they pertain to the design and development of urban and regional areas, planning research, zoning, and community renewal activities.
- General knowledge of county codes and regulations pertaining to planning, zoning, and community development.
- Knowledge of research methodology and standard statistical procedures.
- Ability to plan, organize, supervise, and complete complex research projects.
- Ability to establish and maintain effective working relationships with associates, department staff, municipal officials, representatives of other agencies, and members of 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 pickup truck and use the hand tools of the trade, 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 stand, walk, climb or balance, stoop, kneel, crouch, or crawl, and to lift up to 50 pounds; will regularly be required to sit, use hands to handle or feel, reach with hands and arms, and will frequently be required to talk or listen. Special vision requirements are close, distance, color, and depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be exposed to fumes or airborne particles and outdoor weather conditions. The noise level will be moderate.

Established: 10/99

Category: 2

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Pay Grade: 17  
Job Description Number: 2046

Status: E  
Revised: 2/2004