



Position Title:	Planner II	Pay Grade:	PRO.PB5
Department:	As Assigned	Bargaining Unit	PRO
Employment Status:	Full-time	FLSA Status:	Exempt
Revised Dates:	9/19; 1/17; 4/16; 12/87	W/C Code:	8810
Established Date:	10/71	EEO Category:	Professionals
Supervisory Work:	Not Applicable	EEO Code/Name:	0201 Urban Planner

Job Overview Summary:

This is responsible professional and technical work of moderate complexity in developing, researching, preparing and maintaining public planning studies and programs. Work involves technical and creative responsibility in conducting research and preparing moderately complex and detailed studies on land use, conservation, housing, transportation, population, coastal management, historic preservation, urban design and other areas of comprehensive planning activities. Employees in this position are expected to be able to perform any and all work tasks and comply with any work schedules, attendance, or duty requirements which may be established by City or department rules, or applicable union contracts.

Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform some or all of the activities described below.

Duties:

- Prepares staff reports that analyze and make recommendations regarding amendments to the land use plan; presents findings to the Planning Commission, various boards or citizen groups as required.
- Conducts research, develops inventories of existing conditions and prepares reports on land uses, housing, conservation, transportation, demographic/socio-economic and physical conditions in specific areas; prepares memos and information for administration and/or city council committees.
- Reviews and monitors planning programs and provides recommendations to ensure program compliance with criteria governing local, state and federal legislature relating to growth management.
- Maintains liaison with other regional planning activities that may be relative to the interest of the City.
- Reviews and approves or denies elevation certificates for structures built in the special flood hazard area; reviews applications for building permits, business licenses and certificates of use for compliance with the Land Development Regulations (LDRs); approve or disapprove upon review.
- Performs special planning studies and/or oversees programs as assigned, such as the Community Rating System Coordination program or grant programs.
- Reviews state legislation to identify impact on City operations and outlines options for compliance.
- Assists in updating and maintaining the Comprehensive Plan.
- Coordinates records requests as needed; responds to questions regarding floodplain regulations and building requirements; provides customer service to all stakeholders; and write zoning letters.
- Reviews and assigns fees associated with changes of use and building additions for submitted architectural plans.
- Prepares urban design projects of moderate complexity; participates in drafting plans; prepares zoning and land use maps; collects and compiles survey data for reports.
- Prepares work programs with detailed description of data analysis and plan content requirements and ensures that programs are consistent in format and in accordance with legislative criteria for content.
- Designs and prepares preliminary drafts of moderately complex layouts for subdivision developments and re-designs subdivision plans to obtain desirable neighborhood developments.
- Performs data processing related duties on a computer, including using available statistical packages or programs, encoding data, data entry and retrieval and limited programming.
- Performs related work as assigned.

Minimum Qualifications:

Graduation from an accredited four-year college or university with major course work in architecture, landscape architecture, city planning or a related field. Some professional experience in city planning activities is desirable.

Knowledge and Skills:

- Considerable knowledge of the principles and practices of City planning.
- Considerable knowledge of basic statistical concepts and research methodology used in data collection and report presentation.
- Some knowledge of the economics, engineering, public finance and other aspects applied to City planning.
- Some knowledge of graphics and reproduction techniques.
- Skill in the operation of computers and peripheral data processing equipment as they relate to planning activities.
- Ability to conduct moderately complex planning studies and to analyze and formulate recommendations based upon the studies.
- Ability to establish and maintain effective working relationships with employees, other agencies and the public as necessitated by the work.
- Ability to communicate clearly and concisely, orally and in writing.

Required Responsibilities:

Successful demonstration of the following competencies are standard expectations for all City staff: *cultural competence, inclusivity, job knowledge, productivity, quality of work, adaptability/flexibility, communication, and customer focus*. Additional competencies are assigned based on the employee's job classification. Information about the required competencies including definitions can be found in the Core Competency Guide, a copy of which is located on the U: drive/Human Resource Info/Job Descriptions folders and on the intranet.

Necessary Special Requirements:

If assigned duties require the use of a personal motor vehicle, an automobile insurance policy that meets the minimum requirements of liability established by the State of Florida for property damage and personal injury coverage must be maintained.

Public Contact:

Contacts are an essential component of this position and are for the purpose of obtaining and furnishing information, providing interpretations, responding to complaints as assigned, and similar purposes. Work may involve considerable public contact and usually requires the incumbent to interact with the public, various City departments, and governmental agencies, as needed. Work requires an employee of this class to present oneself in a courteous, tactful, and effective manner.