

JOB DESCRIPTION

JOB TITLE: PLANNER I – GIS ANALYST

GRADE: 117

DEPARTMENT: COMMUNITY DEVELOPMENT

FLSA: NON-EXEMPT

SALARY: \$39,998.40 - \$60,008.00

DESCRIPTION OF WORK:

This position performs moderately complex work in support of Planning, providing Geographic Information System (GIS) analysis and support to all City divisions and focusing on current planning activities. The employee in this position performs detailed technical work in drawing and preparing maps, graphs, and charts, and in reviewing submissions for development activity to enforce adherence to various land use regulations. Scheduled hours of work are Monday through Friday 8:00 a.m. to 5:00 p.m. Occasional overtime may be required.

ESSENTIAL JOB FUNCTIONS:

The following duties are normal for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Primary duties include designing digital maps with geographic data and various other data sets.
- Analyzing spatial data through mapping software, which may also include fiscal impact analysis and Intelligence Lead Policing mapping activities.
- Assist in the coordination of the development and implementation of the City's Comprehensive Plan and Land Development Regulations.
- Preparation of Comprehensive Plan, zoning amendment, and annexation maps.
- Assists in duties related to preparation and presentation of data in graphic and/or written form for the public, City Commission, and other boards/committees.
- Prepares preliminary drafts and edits materials related to the planning field.
- Assists in conducting various field studies and surveys related to the City planning program and comprehensive plan.
- Reviews plans for compliance with the City's various land use regulations.
- Assists in the processes of re-zonings, conditional uses, special exceptions, variances, and administrative appeals.
- Prepares responses to public inquiries.
- Performs other duties as required.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES

- Proficiency in computer skills, specifically GIS programs (ESRI/ArcGIS, Adobe Creative Cloud, AutoCAD based and cloud based, such as those using .mxd files) and MS Office Suite products.
- Basic knowledge of principles and practices of planning topics, including new development and redevelopment best practices.
- Ability to learn, interpret, and assist in the administration of the City's codes and ordinances.
- Skill in presenting (written and verbal) technical information to the general public and various Boards and Commissions in a clear and concise manner.

- Must possess or obtain a valid Florida driver’s license and satisfactory driving record.
- Must demonstrate excellent customer service to tactfully and effectively communicate with the general public, other governmental agencies, and individuals in the trades, business, and industry.

EDUCATION/EXPERIENCE

A Bachelor’s degree in Geographic Information Systems, Geography, Planning or a closely-related field is preferred, with exposure (through course work, internships, employment, etc.) to GIS and the work described above. Associate’s Degree and two years’ documented experience *or* High School Diploma (or equivalent) and four years’ documented experience directly working as a GIS Analyst may be substituted. A combination of experience, education, and training which provides the required skills, knowledge and abilities may be considered in qualifying a candidate.

SUPERVISION RECEIVED

Work is performed under the general supervision of the Development Director with considerable latitude to choose their own work methods and procedures, subject to City rules and regulations.

ADA COMPLIANCE:

Physical Ability: Tasks require the ability to sit for extended periods of time at a keyboard or work station accessing, inputting and retrieving information. The ability to walk, stoop, kneel and bend.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate both orally and in writing.

Environmental Factors Essential functions are regularly performed without exposure to adverse environmental conditions.

"The City of Dade City is an Equal Opportunity Employer." In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

EMPLOYEE SIGNATURE REQUIRED

I _____ hereby acknowledge receipt and review of this job description with the Development Director and the Human Resources Director. I understand the essential job functions associated with this position and the essential physical skills. I am also aware of the environmental conditions related to performing the essential functions. I have been advised of any required certifications or licenses for this position and will maintain them if currently held or will obtain them within a time period specified.

(Signature)

(Date)