

JOB DESCRIPTION

JOB TITLE: PLANNER II

GRADE: 119

DEPARTMENT: COMMUNITY DEVELOPMENT

FLSA: EXEMPT

SALARY: \$45,801.60 - \$68,702.40

DESCRIPTION OF WORK:

Advanced planning work that includes routine and complex technical and professional assignments in current, long-range, and special area planning. The employee in this position performs detailed technical work in reviewing requests for information and submissions for development activity to enforce adherence to various land use regulations. Typical 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.

- Conducts review of various development applications including plats, permits, site plans, variance requests, re-zonings, and others as assigned.
- Assists with updates and maintenance of Comprehensive Plan, Special Area Plans and Land Development Regulations and associated funding mechanisms (grants) to implement those plans.
- Provides staff assistance, makes recommendations and presents findings to committees, boards and commissions.
- Assists in the implementation of land use strategies to promote economic and community development/redevelopment or efficient land use consistent with the City's goals, including community facilities for current and projected needs.
- May attend evening and/or weekend meetings and community events as assigned.
- Researches, prepares, and directs special studies and reports in areas that may include land use, urban design, housing, conservation, transportation, community facilities, demographic/socioeconomic and/or physical conditions.
- Performs other duties as required.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES

- Well-developed knowledge of planning principles and practices, including redevelopment, site plan review, and long-range planning.
- Ability to interpret and administer, within delegated authority, applicable legislation, rules and regulations and deliver communications to various customers in a tactful and effective manner.
- Knowledge of principles, methodology, and practices of research and data collection.
- Knowledge of computer hardware and software programs, including Microsoft Office suite, Internet applications, and database management. 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.

Updated 7-2019

EDUCATION/EXPERIENCE

A Masters' degree in Geographic Information Systems, Geography, Planning or a closely-related field and two years' experience is preferred. Bachelor's degree in similar fields with direct exposure (through course work, internships, employment, etc.) and three years' experience will be considered. A combination of experience, education, and training which provides the required skills, knowledge and abilities may also 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.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES All employees will be required to work before, during, or after an Emergency. During an emergency, employees may temporarily be assigned to work and perform duties outside the normal scope of their position, location and work schedule to fit the needs of the City and its citizens.

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 Community 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)