

Title: Senior Planner
PG: 54
Status: Civil Service
Position Reports to: Principal Planner
Department: Community Development/Planning

Class Code: 2056
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is responsible professional and technical work in the field of urban planning and development. Work involves conducting complex planning assignments requiring considerable skill in research, analysis and presentation of data. Work includes the development of specific plans, studies and recommendations. Technical advice and assistance is given to subordinate personnel in developing research procedures and in the solution of difficult planning problems. Public and interdepartmental contacts are important features of this position. Work is performed according to general instructions from a professional superior, with considerable latitude for independent initiative and judgement. Work is subject to technical review through evaluation of reports and through conferences.

ESSENTIAL FUNCTIONS:

1. Regularly meets with citizens and private development interests to assist in the review of development proposals and ensure compliance with land development regulations and other established City rules and procedures.
2. Gathers, analyzes and presents data in the form of written, graphic or oral reports and recommendations for use before boards, commissions and at public hearings.
3. Assists in the preparation, review and updating of the City's comprehensive plan and preparation of new ordinances to effectuate the same.
4. May represent the staff as technical advisor to the Zoning Board of Adjustment and Appeals, and Historic Preservation Board.
5. Acts as technical advisor to subordinate personnel in solving difficult assignments and in reviewing program objectives, planning techniques and report findings.
6. Performs research, planning and technical analysis for complex planning projects and prepares reports, including demographic and statistical information for specific projects and for general distribution to the public.

ADDITIONAL RESPONSIBILITIES:

1. Participates in public planning meetings.
2. Performs related work as required

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of the principles and practices of city planning.
2. Considerable knowledge of the principles and practices of physical design as applied to city planning.
3. Ability to present ideas and findings clearly and concisely in both written and oral form
4. Ability to establish and maintain an effective working relationship with subordinates, supervisors, other city departments and officials, other government agencies and the general public.
5. Ability to carry planning assignments to completion through the formation of creative planning solutions.
6. Ability to plan, assign and supervise the work of subordinate employees and participate in technical research on economic, sociological and planning problems.

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, or routine keyboard operations.
The job risks exposure to no significant environmental hazards.

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The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. Bachelor's degree with specialization in urban planning or a related field such as landscape architecture, geography or public administration, and two (2) years of experience in a recognized planning agency. Masters degree in Urban Planning preferred.
2. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.

SPECIAL REQUIREMENTS:

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.