

Title: Planner
PG: 42
Status: Civil Service
Position Reports to: Principal Planner
Department: Community Development/Planning

Class Code: 2055
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is responsible professional and technical work in the field of neighborhood planning and urban redevelopment. Work involves the application of specialized knowledge to conduct research and surveys regarding housing, land use and market data as well as using a wide variety of socio-economic data to complete planning studies and related reports and programs of the community. The employee is responsible for, analyzing data collected, developing recommendations and participating in various programs of the Planning Division. Employee is also involved in assisting the general public in the development review process and in assisting Principle Planners in a wide range of planning projects. Contacts with officials of other City departments and public individuals and groups are an important function of this position. Work is subject to review through evaluation of reports and conferences.

ESSENTIAL FUNCTIONS:

1. Participates in drafting neighborhood plans, preparing a variety of maps, collecting and compiling survey data for reports.
2. Collects and analyzes data relating to land use and other planning problems.
3. Researches existing laws, market data and field conditions to determine existing conditions. Develops alternative solutions to meet established objectives and goals.
4. Assists and participates with superiors in the preparation and presentation of material before various boards, committees and citizen's groups.
5. Assists superiors in the development of neighborhood plans including; writing, narratives, developing base data, and designing draft plans and layouts for developments, transportation and park facilities, public utilities and other physical improvements.

ADDITIONAL RESPONSIBILITIES:

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

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of the principles of city planning and neighborhood redevelopment practices.
2. Knowledge of economics, public finance and other fields applied to city planning.
3. Knowledge of reproduction and graphic techniques including use of computer graphics.
4. Ability to communicate clearly and concisely orally and in writing.
5. Ability to conduct planning studies and to analyze and formulate recommendations based upon such studies.

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

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QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. Graduation from an accredited college or university with a Bachelor's Degree in city or urban planning or related field such as landscape architecture or geography, economics or public administration.
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 and maintain 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.