



City of Edgewater

P.O. Box 100 • Edgewater, Florida 32132-0100

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| Senior Planner Position Available June 16, 2015 | |
| Position Title: | Senior Planner |
| Closing Date: | Open until filled |
| Annual Salary Range: | \$38,875 - \$60,528 (Grade 16) |
| General Summary: | Under general supervision of the Development Services Director; this position is responsible in assisting the Development Services Director with City development and zoning activities, review and comments on development plans via applicable ordinances, conduct routine site inspections for compliance with City ordinances, research and report on land use projects and assist with administrative and investigative planning department activities. Reports to the Development Services Director |
| Description: | <p>Provides accurate and useful information and guidance to the public and the development community regarding the use and development of their property</p> <p>Assist in the interpretation and enforcement of City's codes, ordinances, and policies as they relate to the development of land</p> <p>Assist in the coordination of the efforts of various City departments, consultants, and advisory bodies related to the development process</p> <p>Assist with the review of land use and development projects, consultants, and coordination related to planning and development as assigned by the Development Services Director. Reviews site plans, subdivisions, annexation, conditional use, variance requests, development agreements, code and zoning text amendments, comprehensive plan amendments, and zoning change requests</p> <p>Research, analyze, and recommend changes to ordinances and land development regulations</p> <p>Recommend and assist in the implementation of goals and objectives for improved policies and procedures in order to enhance service delivery, citizen satisfaction, and efficiency</p> <p>Assist in formulating long term goals, objectives, ordinances, and guidelines related to growth management. Receive, review, and analyze development application. Makes recommendations using population, economic, social, and environmental land use data</p> |
| Minimum Qualifications: | <p>Associate degree required. Bachelor's degree preferred</p> <p>Two to five years' experience in planning and land development, comprehensive planning, environmental regulations, capital improvement planning, transportation planning and economics</p> <p>General experience in public speaking</p> <p>Valid Florida driver's license required</p> <p>American Institute of Certified Planners Certification preferred</p> <p>Any equivalent combination of training and experience that provides the required knowledge, skills and abilities</p> |
| <p>Must Pass drug screen</p> <p>Applications may be obtained from the Human Resources Department, or from our web site www.cityofedgewater.org</p> <p>Education documents must be submitted at time of application</p> <p>EOE/DFWP/VP</p> | |

Human Resources Department
104 North Riverside Drive
Edgewater, Florida 32132-0100
(386) 424-2400 • FAX (386) 424-2474 • SUNCOM 383-2405

CITY OF EDGEWATER

JOB DESCRIPTION

POSITION TITLE: Senior Planner

DEPARTMENT: Development Services

CLASSIFICATION: Para Professional Personnel

SALARY RANGE: 16

FLSA: Non-Exempt

GENERAL SUMMARY

Under general supervision of the Development Services Director; this position is responsible in assisting the Development Services Director with City development and zoning activities, review and comments on development plans via applicable ordinances, conduct routine site inspections for compliance with City ordinances, research and report on land use projects and assist with administrative and investigative planning department activities. Reports to the Development Services Director

PRIMARY DUTIES AND RESPONSIBILITIES:

- Provides accurate and useful information and guidance to the public and the development community regarding the use and development of their property
- Assist in the interpretation and enforcement of City's codes, ordinances, and policies as they relate to the development of land
- Assist in the coordination of the efforts of various City departments, consultants, and advisory bodies related to the development process
- Assist with the review of land use and development projects, consultants, and coordination related to planning and development as assigned by the Development Services Director. Reviews site plans, subdivisions, annexation, conditional use, variance requests, development agreements, code and zoning text amendments, comprehensive plan amendments, and zoning change requests
- Research, analyze, and recommend changes to ordinances and land development regulations
- Recommend and assist in the implementation of goals and objectives for improved policies and procedures in order to enhance service delivery, citizen satisfaction, and efficiency
- Assist in formulating long term goals, objectives, ordinances, and guidelines related to growth management. Receive, review, and analyze development application. Makes recommendations using population, economic, social, and environmental land use data
- Serve as Planning and Zoning Board Coordinator assembling agendas and recoding minutes of meetings
- Assist Development Services Director with assembly of various reports, agendas, and council agenda request
- Assist in the management of current planning, comprehensive planning, and capital improvement planning
- May occasionally represent the City on various technical boards and committees throughout the County relating to planning and zoning responsibilities
- Prepare, review and/or maintain various types of documents as required
- Utilize/operate and maintain various types of equipment required
- Perform other related duties as required

Interacts with the following individuals in the performance of duties:

Immediate Supervisor

Contractors

Developers

City Manager

Co-workers

General Public

Architects

Attorneys
Other Government Agencies

Realtors
Department Directors

Engineers

JOB SPECIFICATIONS

Education and Experience:

- Associate degree required. Bachelor's degree preferred
- Two to five years' experience in planning and land development, comprehensive planning, environmental regulations, capital improvement planning, transportation planning and economics
- General experience in public speaking
- Valid Florida driver's license required
- American Institute of Certified Planners Certification preferred
- Any equivalent combination of training and experience that provides the required knowledge, skills and abilities

KNOWLEDGE:

Must have knowledge of:

- The basic principles and practices of planning including, but not limited to: comprehensive planning, capital improvement planning, land development regulations, zoning ordinances and codes, environmental regulations, and inspection processes
- City ordinances, codes, enforcement procedures, and regulations as they pertain to the assigned duties and responsibilities of the position
- Departmental policies and procedures
- Computer operating systems and department related programs
- Equipment, machinery, tools, and software used in the performance of duties
- Operation, maintenance, limitations, and safety precautions for all activities
- Records and reports that must be prepared and maintained
- The layout of the City as necessary to conduct work
- Geographical and analytical methods

SKILLS/EFFORT

Must have the ability to:

- Utilize independent judgement and discretions in a professional manner
- Understand and apply departmental policies and procedures
- Understand and apply oral and written instructions
- Manage multiple issues and projects
- Organize, prioritize, and complete job tasks
- Communicate in an effective and professional manner
- Use some independent judgment and discretion in the performance of duties
- Maintain required certifications
- Perform work in a safe and effective manner

- Work under a degree of stress related to duties that require constant attention and meeting deadlines
- Establish and maintain effective working relationships with all individuals involved in the activities of the department

Environmental/Working Conditions:

- Office environment with significant exposure to computer operations
- Physical exertion in lifting/moving items up to 25 pounds
- Some routine travel is required with occasional overnight travel
- Other physical/mental requirements may apply

Supervisory/Budget Authority:

Limited budget authority

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required. The physical demands described herein are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

APPROVAL OF SENIOR PLANNER JOB DESCRIPTION

DEPARTMENT DIRECTOR

HUMAN RESOURCES DIRECTOR

DATE