



## **CLASSIFICATION DESCRIPTION**

**TITLE: PLANNER**

**JOB CODE: 15 (Exempt)**

## **GENERAL DESCRIPTION OF DUTIES**

Under general direction, the purpose of the position is to administer, interpret and implement land use regulations, codes and ordinances for the planning and development of the City. Employees in this classification perform at an entry professional level, and are responsible for conducting studies and collecting and analyzing data for application to the City's comprehensive plan. Objective is to preserve and enhance the City's natural and structural aesthetic land use and development through practical application of the City's Land Development Code and all established zoning and code regulations. Planner may be assigned to focus either on long range or current planning or may be assigned to function in both divisions.

## **SPECIFIC DUTIES AND RESPONSIBILITIES**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Assists in the writing and implementation of Chapters for the City's Land Development Code.
- Analyzes and evaluates land use, zoning and transportation planning proposals to ensure compliance with applicable laws, codes, ordinances, and related regulatory standards.
- Coordinates information, review, recommendations and implementation of zoning and subdivision regulations for development projects with citizens, developers, planning personnel, Planning and Land Development Regulation Board, City Council, and other City departments.
- Assists citizens and applicants with interpretation and application of City Planning and Development ordinances, regulations, processes and procedures.
- Provides professional planning and development assistance to attorneys, contractors, developers, realtors, engineers, architects, appraisers and property owners.
- Researches and provides explicit technical information of requirements involving planning, zoning, land use and development approval processes.
- Researches, analyzes and provides recommendations and planning for short and long term planning, City ordinances and amendments to codes and subdivision regulations.

- Assists in the development of short and long term comprehensive planning projects, zoning ordinances and subdivision amendments and future development of the planning region.
- Performs general administrative duties relative to the work, e.g., data analysis, data entry, records maintenance, drafts various documents.
- Performs related duties as directed.

### **MINIMUM TRAINING AND EXPERIENCE**

Bachelor's Degree in Planning or related field; supplemented by two (2) years professional planning experience within a similar public organization; or an equivalent combination of education, training, and experience.

### **LICENSES, CERTIFICATIONS OR REGISTRATIONS**

Must possess a valid State of Florida driver's license.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of the principles and practices of urban and regional planning in the assignment specialty area.
- Knowledge of pertinent federal, state and local rules, regulations, ordinances, and other regulatory standards applicable to the work.
- Knowledge of the objectives associated with both long and short-range planning initiatives within assigned area of specialization.
- Knowledge of the body of available and current information resources applicable to the functions for technical research purposes and for special projects as may be assigned.
- Ability to interpret rules, regulations, and policies for effective decision-making in accordance with established precedent.
- Interpersonal, leadership, planning, management and communications skills; ability to communicate professionally verbally, in writing, and in presentations.
- Skill in researching, compiling, analyzing and summarizing statistical data and information materials.
- Ability to utilize personal computers, standard office equipment and standard software applications, e.g., word processors, database software, spreadsheet applications.
- Ability to establish and maintain effective working relationships and communications with customers and co-workers.
- Ability to organize work, establish priorities, meet established deadlines, and follow up on assignments with a minimum of direction.

- Ability to interpret a variety of instructions in written, oral, diagram, or schedule form.

### **PHYSICAL REQUIREMENTS**

- While performing the essential functions of this job the employee is regularly required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and lift and/or move up to 25 pounds.
- While performing the essential functions of this position the employee is rarely exposed to disagreeable environmental factors.

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