



CITY OF DeBARY, FLORIDA

Employee Job Description

PLANNER I

Department:	Position #145	Exempt:	Yes
Reports To:	Growth Management Dir.	Pay Grade/Wage:	16
Position Type:	Full Time	Hours:	40 hrs/week

JOB SUMMARY:

This entry level professional urban planning work is performed under the direction of the Growth Management Director. The Planner I would concentrate on Building Permits, tree removal permits, ROW vacations, easement vacations, lot line adjustments, wetland alteration permits, escalated customer service inquiries, short-range planning such as development review assistance and other duties as assigned. The incumbent may also assist the Growth Management Director in supervising consultants, setting departmental goals and objectives and carrying out special projects as may be assigned by the Director. The work is semi-routine; most tasks are covered by procedures or precedents, but some latitude is permitted to consider the most appropriate method, technique or procedure to follow. Work involves differing situations requiring the use of judgment in searching for solutions or new applications within one's known experience. Contacts with others require skills in understanding and influencing people when implementing urban planning projects, discussing and resolving related issues, and presenting and defending recommendations and decisions.

JOB DESCRIPTION

The following duties are normal for this position. The omission of specific statements of the 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.

DUTIES & RESPONSIBILITIES:

- Provides technical assistance to applicants, customers and other employees.
- Processes Building Permits ensuring compliance with the City's Land Development Code and other pertinent requirements.
- Performs the preparation of staff reports, recommendations on comprehensive plan amendments, re-zoning, zoning and concurrency applications and/or other regulatory reviews.
- Performs current planning functions such as professional land use, site plan, zoning, development review and related planning reviews as well as provide review comments.
- Assists the Planning Technician with the Processing of Business Tax Receipts.
- Assists the Planning Technician with customer service and other planning and zoning related technical issues.



CITY OF DeBARY, FLORIDA

Employee Job Description

- Works closely with Planning Staff concerning GIS issues and development of maps.
- Hold meetings with government officials, attorneys, developers, the public, or special interest groups to formulate, develop, or address issues regarding land use or community plans.
- Prepare and present detailed reports and presentations on development proposals to government agencies.
- Conducts field studies and interviews, collects data, conducts statistical research and analysis, and develops required reports.
- Participates in preparation/administration of state/federal grants, inter-local agreements, land development regulations, and special studies as directed.
- Prepares plans and applications for grant funds.
- Compiles data and prepares reports and/or oral presentations.
- Prepares correspondence and technical reports as required.
- Maintains and updates special projects, maps, charts and related files.

QUALIFICATION REQUIREMENTS:

Requires a Bachelor's degree from an accredited college or university in urban planning, architecture, public policy, or related area of study and one (1) or more year of planning experience or an equivalent combination of education, training and experience. Previous municipal government is preferred.

CERTIFICATES, LICENSES & REGISTRATIONS:

Possession of a professional planning certification or obtained within one year of hire is preferred, with either the American Institute of Certified Planners (AICP), Congress for New Urbanism (CNU), American Institute of Architects (AIA), or the American Society of Landscape Architects (ASLA) or similar equivalent.

KNOWLEDGE, SKILLS & ABILITIES:

Communication Skills: Active listening and speaking, oral and written comprehension, expression and interpersonal skills desired.

Reasoning Ability: Excellent reading comprehension, deductive reasoning, critical thinking, and judgement and decision making skills desired.



CITY OF DeBARY, FLORIDA

Employee Job Description

WORK ENVIRONMENT/ADA:

Physical Ability: Work is performed primarily in an office environment. The physical demands consist mainly of sitting at a work station for extended periods of time, occasionally lifting and moving light objects to moderately heavy objects (up to 25 pounds). The employee may also be required to make field visits to project sites in order to evaluate project or gather statistical data. Operates vehicles and standard office equipment including computer.

The employee may be required to work extended hours, including nights and weekends, as well as meetings requiring overnight travel.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Employee Signature

Employee Printed Name

Date