

Senior Planner



To perform this job successfully, an individual must be able to perform the essential job functions herein described. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental to the performance of their duties, just as though they were actually written out in this job description.

JOB SUMMARY

Under general supervision, performs advanced professional work related to a variety of professional planning assignments in the ~~Development Services~~ **Community Development** Department as required and directed by the ~~Development Services~~ **Community Development** Director. Work is performed with a high degree of independence and includes the ability to effectively apply professional planning methods, policies, procedures, and legal requirements to an array of technical planning assignments. Work is typically performed under the general supervision of the ~~Chief Planner~~ **Department Director** and may be performed in a team led by a Senior Planner.

Geographic Information Systems (GIS) specialty: Also performs advanced ~~Assists~~ with professional, technical work involving developing and maintaining geospatial databases and uses GIS to perform spatial analysis, extraction, and map creation.

ESSENTIAL JOB FUNCTIONS (examples, not all-inclusive)

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.

- Reviews and processes complex development applications with a high level of difficulty for conformance with all City requirements, including comprehensive plan amendments, re-zonings, developments of regional impact, notice of proposed change applications, annexations, site plans, plats, abandonments, etc., and presents findings and recommendations to staff, and the Planning and Zoning Board. ~~and the City Council.~~
- Provides public information; meets with the public; and represents the Department at public meetings, schools, homeowner association meetings, and other meetings where City planning and zoning matters are discussed. Manages the processing of complex development applications, including meeting with petitioners, working in partnership with petitioners and citizens, and acting as liaison between the petitioners and City staff.

- Communicates with project applicants and members of the public throughout the development review process, regarding all aspects of that process and information related to assigned development applications.
- Prepare staff's comments and recommendations on development applications to the **Development Review Committee and Planning & Zoning Board**.
- Prepares presentation materials and presents findings and recommendations to the Department **Director**. ~~advisory boards, and City Council.~~
- Prepares and/or updates elements of the City's Comprehensive Plan and Code of Ordinances as directed.
- Independently conducts research and analysis and prepares statistical data on land use, physical, social, and economic issues as assigned.
- Prepares project scopes of services and manages complex planning studies and reviews consultant proposals, recommends selection, and supervises consultant contracts.
- Functions as a Lead Worker and mentors Planners; ~~provides input into the preparation of Planner Annual Performance Appraisal reports.~~
- Is familiar with the City's Comprehensive Plan and prepares amendments and updates to the Plan.
- Responds to public inquiries for information.
- Performs related tasks as required.
- **Maintains FEMA Credentials to serve as a Municipal Liaison at the City's EOC during emergency operations.**

Related Tasks

- Visits proposed development sites and gathers information about on-site field conditions that may impact the analysis of a development application.
- Provides public information; meets with the public; and represents the Department at public meetings, schools, homeowner association meetings, and other meetings where City planning and zoning matters are discussed, including development applications.
- Prepares documents, research, technical studies, reports, and presentation materials on a variety of planning-related topics and applications for the City Council, Planning and Zoning Board, and other boards and commissions.
- Conducts research and analysis related to physical, social, and economic issues; and prepares technical studies and reports for the City Council, Planning and Zoning Board, and other boards and commissions.
- Reviews building permits and occupational licenses for conformance to land development regulations as needed.

- Reviews architecture and building design elements for compliance with applicable City requirements as assigned.

Geographic Information Systems (GIS)

- Develops map products for internal and external use and maintains and develops data layers and associated standards and protocols related to data management.
- Maintains and provides revisions to the City's Zoning Map and Future Land Use Map along with the City's Comprehensive Plan Map Series.
- Manages, responds to, and updates Census Bureau and other agencies' data and data requests.
- Manages and maintains all types of development-related data, including external agency, property, development, and building permit-related data and records.
- Provides technical support and training to the Department as directed and advises the Director on systems activities and needs.
- Participates in the administration of the City's enterprise GIS.

QUALIFICATIONS

Education and Experience:

Bachelor's degree or equivalent. A minimum of one (4) years of experience in a related field or an equivalent combination of education, training, and experience. Additional qualifying experience or completion of coursework at an accredited college or university in a job-related field may substitute on a year-for-year basis for one year of the required experience or education. Possess or be able to obtain a valid State of Florida driver's license by the date of hire.

Knowledge, Skills, and Abilities:

- Knowledge of planning principles and concepts related to the government function of comprehensive land development planning and compliance.
- Knowledge of principles and practices of economic development, redevelopment and reuse, business retention, and recruitment programs, marketing and advertising, real estate, development/redevelopment financing alternatives, and annexation procedures.
- Skills in analyzing and systematically compiling technical and statistical information and preparing grants, technical reports, proposals, and correspondence.
- Ability to read, interpret, apply, and explain City codes, policies, and zoning ordinances.
- Ability to review, analyze, and provide meaningful comments regarding plans and development applications related to the City's comprehensive land development plan.
- Ability to communicate effectively in both oral and written formats.

- Ability to work effectively and courteously with the public, other employees, and entities associated with the land development process, e.g., engineers and architects.
- Ability to prepare and provide comments on various documents relevant to planning functions, e.g., maps, permits, site plans, variances, rezoning, dedications, and grants of easement.

Skilled In

- Communicating planning and zoning-related information regarding development application review, text amendments preparation, and regulatory requirement analysis in oral, written, and graphic form, including staff reports, public presentations, and meetings with external stakeholders.
- The use of spreadsheet and database applications, data query tools, word processing software, electronic mail, and internet search tools.
- Microsoft Office 365 (Outlook, Word, Excel) to a high degree of proficiency
- General research methods, including the ability to perform data research, investigation, and verification
- Modern GIS concepts and analytical techniques, including in working with GIS databases and feature layers

Ability To

- Establish and maintain effective and positive working relationships with co-workers, city officials, consultants, civic and business leaders, and the general public.
- Serve the public and interact with fellow employees with honesty, integrity, and respect in line with the City's values.
- Work a flexible work schedule that includes weekdays, weekends, and evenings, as needed.
- Manage multiple projects, deadlines, and responsibilities.
- Multitask and adapt as needed to shifting priorities while maintaining a high degree of attention to detail.
- Organize and analyze information accurately.
- Create and maintain maps, as well as edit, manage, and create feature layers in Arc GIS software and spatial technologies
- Convey GIS/spatial information to non-GIS/technical people through educational training, news articles, and other avenues of communication.
- Effectively research, organize, and analyze numeric, text, and graphic data and information on a variety of planning-related topics, then clearly communicate the results of that research and analysis in oral, written, and graphic form.
- Obtain and retain the American Institute of Certified Planners' AICP designation
- Establish and maintain effective working relationships with associates, City officials, community groups, other professionals, and the general public.
- A bachelor's degree in urban or regional planning or a related field is required.
- Three (3) years of continuing professional planning experience
- State of Florida Class "E" driver's license

Additional Minimum Qualifications For GIS Specialty

- Two (2) years of professional experience working with GIS software applications, including data analytics and map preparation, preferably related to planning, concurrent or in addition to the planning or zoning experience.
 - Coursework in Geographical Information Systems, Geography, Surveying/Mapping, Engineering, Computer Science, or related field in GIS software applications may substitute for up to one (1) year of experience.

Preferred Qualifications

- AICP certification is preferred and must be pursued within two (2) years from the date of hire.
- Master's degree in urban or regional planning, architecture, or related field, or actively enrolled in a master's degree program in those fields.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, which may involve lifting, carrying, pushing, and pulling objects and materials of light weight. Tasks may involve extended periods at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.

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

The above job description reflects the general information deemed necessary to convey the primary functions of the job and shall not be construed as a detailed description of all the work requirements inherent to the position.

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

Acknowledgement:

The signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position. The employee is expected to adhere to all policies.

Signature: _____ Date: _____

Commission Approved date: