

PLANNER II

POSITION SUMMARY

This position is responsible for guiding and leading the development and administration of development plans, ordinances, policies, and programs relating to the maintenance and enhancement of the physical and social development of the City. The position provides advanced professional planning services including current and long-range planning, land use management, zoning administration, development review, comprehensive planning, and community development initiatives. The Planner II independently manages complex planning projects and serves as a technical resource to City staff, advisory boards, developers, governmental agencies, and the public. Work is performed under the general direction of the Engineer-Community Development Director.

RESPONSIBILITIES

Essential Duties:

- Leads and performs complex professional planning studies and projects, including comprehensive plans, area and neighborhood plans, land development ordinances, zoning and subdivision regulations, development review, community development programs, and other special planning initiatives. Independently researches, analyzes, develops recommendations, and coordinates implementation of assigned planning projects.
- Reviews and manages complex development applications, including zoning amendments, conditional uses, variances, subdivisions, annexations, planned developments, and other land use and development requests. Evaluates proposals for compliance with applicable ordinances, comprehensive plans, development standards, and state and federal requirements; identifies deficiencies and recommends appropriate conditions, modifications, or alternatives.
- Serves as a lead technical resource for assigned planning functions. Provides professional guidance and interpretation regarding City ordinances, development regulations, comprehensive plans, policies, and planning practices. Assists the Community Development Director in establishing consistent planning practices, procedures, and standards.
- Develops and recommends amendments to planning-related ordinances, policies, procedures, and regulations. Researches emerging development trends, legal requirements, community needs, and operational issues; evaluates the effectiveness of existing regulations and prepares recommendations for revisions.
- Leads assigned components of the City's comprehensive and long-range planning efforts, including land use analysis, demographic and development trend analysis, identification of community needs, development of goals and strategies, and coordination of implementation activities. Monitors growth and development patterns and provides recommendations regarding future land use and community development.
- Serves as a liaison to other City departments, governmental agencies, boards, community organizations, contractors, developers, property owners, and citizens to coordinate efforts, resolve issues, share resources, and discuss relevant planning and development matters.
- Manages complex planning projects involving multiple departments, consultants, governmental agencies, developers, community organizations, and other stakeholders. Establishes project objectives, timelines, priorities, deliverables, and coordination requirements and monitors projects through completion.
- Responds to citizen, property owner, developer, and community concerns involving complex planning, zoning, land use, and development issues. Uses professional judgment, negotiation, and problem-solving skills to identify appropriate solutions and resolve issues consistent with City policies, ordinances, and community objectives.

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- Represents the Department and other entities as assigned at City Commission, Planning and Zoning Commission, Board of Adjustments, and other meetings. Prepares and presents staff reports, technical analyses, recommendations, and other information regarding complex planning and development matters and responds to questions from elected officials, advisory boards, applicants, and the public.
- Facilitates public meetings and discussions involving complex or potentially controversial planning and development issues and communicates technical planning information in a clear and understandable manner to elected officials, advisory boards, developers, property owners, community groups, and the general public.
- Develops plans, maps, policies, and strategies for the implementation of development programs such as renaissance zone and other community development initiatives. Coordinates efforts involving citizen groups, other agencies, consultants, developers, and other stakeholders and designs and compiles finished products.
- Develops and recommends budgets by reviewing past expenditures, analyzing future needs, and making determinations regarding necessary resources to accomplish goals and meet community needs. Monitors the progress of development projects and approves expenditures to ensure compliance with budgetary guidelines.
- Provides technical guidance, mentoring, and assistance to Planners, administrative staff, and other employees regarding planning practices, development regulations, research methods, GIS applications, and interpretation of City ordinances and policies. Reviews planning work products and provides technical feedback as appropriate.
- Develops and delivers educational and informational presentations regarding planning processes, zoning requirements, development regulations, comprehensive planning, and related City programs to City staff, advisory boards, developers, contractors, community organizations, and the public.
- Performs field inspections, investigations, and technical reviews of land use and development requests.
- Performs other duties of a similar nature or level as assigned.

Knowledge, Skills and Abilities:

- Knowledge of state and federal laws and regulations regarding urban planning, land use, zoning, subdivision, development, and other areas pertinent to planning;
- Advanced knowledge of the concepts, theories, and principles of municipal and community planning and related disciplines such as sociology, demography, economics, finance, housing, transportation, and community development;
- Knowledge of public administration including reporting, purchasing, policy formulation, and budget administration;
- Knowledge of comprehensive planning, long-range planning, land use planning, zoning administration, subdivision regulations, development standards, and community development practices;
- Knowledge of geographic information systems;
- Knowledge of project management principles and practices;
- Skill in public administration, management, public relations, and community engagement;
- Skill in analyzing complex planning, land use, zoning, and development issues and developing sound professional recommendations;
- Skill in data collection, research analysis, interpreting and applying codes and regulations, application of planning principles, and developing plans;
- Skill in drafting and recommending ordinances, policies, procedures, regulations, comprehensive plans, and other planning documents;

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- Skill in oral and written presentation, communication, and interpersonal skills as applied to interaction with commissioners, coworkers, supervisor, developers, property owners, governmental agencies, advisory boards, the general public, and other stakeholders sufficient to exchange or convey information and give and receive work direction;
- Skill in facilitating public meetings, resolving conflicts, negotiating solutions, and building consensus regarding complex or controversial planning and development issues;
- Skill in coordinating efforts of a group and managing towards consensus;
- Skill in managing multiple complex projects, establishing priorities, coordinating resources, and meeting project deadlines;
- Skill in statistical techniques and computer software used in planning including Microsoft Office, ArcView, job-related software programs, and other technology used in planning;
- Ability to exercise independent professional judgment and recognize matters requiring policy, legal, or executive-level direction;
- Ability to provide technical guidance and mentoring to other employees and serve as a senior planning resource for the Department and City.

SKILLS

Education and Experience:

- Bachelor's Degree in Community Planning, Geography or related field.
- Three or more years of progressively responsible professional municipal planning experience, including experience with development review, zoning administration, land use planning, comprehensive planning, or related planning functions.
- Experience independently managing complex planning projects and developing professional recommendations regarding land use, zoning, development, or planning policy preferred.
- Or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Special Requirements:

- Valid Driver's License.
- American Institute of Certified Planners Certification.

WORKING CONDITIONS

- Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.
- Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

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GRADE: G-17

FLSA: Exempt

City Commission Approved:

Updated:

DRAFT