



THE TOWN OF EATONVILLE

Job Description

Division/Department: Development and Planning Department

Location: TOWN HALL

Job title: PLANNER I

Reports to: MAYOR/ or Designee/CHIEF ADMINISTRATIVE OFFICER

Level/Grade: Q-18

POSITION# 512

SALARY RANGE-\$45,000-\$55,695

Type of position:

☒ Full-time

☐ Part-time

☐ Contractor

☐ Intern

Hours: 40/per week

☒ Exempt

☐ Non-exempt

POSITION SUMMARY:

Under the direction of the mayor and/or designee, Chief Administrative Officer (CAO), the Planner will control and direct all Planning Operations. The Planner will oversee development, land use management, site plan review, permitting and licensing, and urban planning programs for the Town. Functions involve responsibility for comprehensive planning, site plan review, development review, administration and enforcement of the Town's Land Development Code, re-development and economic development activities, and coordination of engineering functions. Performs related work as directed. Review Business Tax Receipt Applications. Review all building and permit applications submitted to the Town.

ESSENTIAL JOB FUNCTIONS- Assists with the development of current, long-range, development review and/or other planning activities. Ensures consistency with Chapter 163 of the Florida Statutes. Reviews and processes development applications for sufficiency and compliance with the Land Development Code. Reviews and processes site development orders and/or permit applications for compliance with the City's Comprehensive Plan and Land Development. Reviews and processes site annexations, large- and small-scale comprehensive plan amendments and zoning map amendment applications for compliance with the City's Comprehensive Plan and Department of Economic Opportunity. Prepares Staff reports for various boards and Town Council meetings. Performs all duties and responsibilities in a manner consistent with the core values of the Town, and consistent with Town and Department policies. Follows safe working practices and has a working knowledge of safety practices and procedures. Reviews all permit requests handled by the Building Services and permit coordinator. Participates in department meetings, staff meetings and other related activities. Adheres to laws, regulations, and policies of the Town and of the assigned Department. Follows instructions provided by the supervisor or their designee. Completes the identified required or assigned training timely and applies acquired knowledge and/or skills. Maintains, preserves, retains, and disposes of public records pursuant to FS Chapter 119.

KNOWLEDGE ABILITIES AND SKILLS: Knowledge of a relevant specialization such as transportation, land use, or affordable housing is desired; *knowledge of the principles and practices of research and data collection. *Knowledge of the principles and practices of planning. Statistical, algebraic, or geometric knowledge and ability to apply such knowledge in practical

situations. Knowledge of computer hardware and software programs, which may include Microsoft Office, Internet applications, and GIS.

ESSENTIAL PHYSICAL REQUIREMENTS: Use both hands and fingers with dexterity. Light lifting (30 pounds), reaching above shoulders, kneeling, bending, and squatting. Good hands/eye coordination. Good near/far vision, good hearing.

This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.

MINIMUM QUALIFICATIONS: master's degree preferred in Planning or a related field study in addition to one year; extensive technical experience in urban development and planning; at least 5 years of experience with a municipal planning agency or an appropriate combination of experience, training, and knowledge may also be considered. **Must have a valid Florida Driver's License.**

SPECIAL REQUIREMENTS: N/A