

City of Lake City, FL

Classification Description

Classification Title: PRINCIPAL PLANNER
Department: GROWTH MANAGEMENT

Pay Grade: 17
FLSA Status: Exempt

General Description

Supervises and participates in advanced, highly complex professional planning activities. The Principal Planner may be called upon to manage and supervise the planning department and will function as a deputy to the Planning Director/Director of Growth Management and may serve as Acting Director in the Director's absence.

Nature of Work

Essential Functions:

- Performs and manages complex and sensitive professional planning projects, research, and analysis.
- Monitors and ensures compliance with local, state, and federal laws.
- Oversees specialized planning functions such as large-scale new development proposals and environmental studies.
- Prepares/reviews Public Notices in accordance with Florida Statutes and City Ordinances
- Reviews other staff's documents and schedules
- Responds to outside inquiries in a timely manner.
- Communicates assignments and schedules to Planning Director and appropriate other staff.
- Provides overall management of division-related planning issues.
- Advises the Planning Director on all planning-related matters.
- Advises various councils, boards, commissions, and elected officials in planning-related issues.
- Assigns work to professional staff and ensures appropriate training is provided.
- Evaluates operations and activities of assigned responsibilities.
- Prepares reports on operations and activities, recommending improvements and modifications.
- Participates in budget preparation and administration, monitors, and controls expenditures.
- Attends substantial number of evening and occasional weekend meetings.
- Serves as acting Planning Director in the Director's absence.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform all duties as assigned.)

KNOWLEDGE

- Thorough knowledge of urban planning and development and local government policies and procedures
- Thorough knowledge of specialization such as land use planning/zoning, transportation planning, environmental planning, urban design, housing, historic preservation, or economic development
- Research methods and statistical principles related to urban growth and development.
- Methods and techniques of effective technical report preparation and presentation
- Pertinent federal, state, and local laws, codes and regulations including recent changes.
- Principles and practices of supervision, training, and personnel management
- Budgeting procedures and techniques

- Recent developments, current literature and sources of information related to municipal planning and administration.
- Knowledge of local government procedures and practices
- Citizen involvement techniques and processes
- Knowledge of computer programs and applications, which may include Microsoft Office, Internet applications, and database management.
- GIS programs and applications (preferred)

SKILLS

- Must be innovative, detail-oriented, experienced in highly visible/controversial projects.
- Capable of managing multiple, high-priority assignments
- Strong interpersonal skills to develop good working relationships with staff, officials, and stakeholders, and to resolve complaints.
- Strong analytical skills to interpret research data for reports and apply mathematic techniques in practical situations.
- Reading comprehension to understand technical and legal materials.
- Ability to work on several projects or issues simultaneously.
- Ability to provide effective supervision and staff management.
- Ability to manage projects effectively and meet firm deadlines.
- Effective written and verbal communication skills
- Ability to manage and conduct in-person and virtual public participation activities, meetings, and hearings.
- Must exhibit a highly cooperative and innovative approach to helping applicants find solutions to their challenges, as opposed to taking a simple regulatory approach.

Minimum Qualifications:

Bachelor's degree in urban or regional planning, economics, architecture, landscape architecture or a related field. Preferred master's degree in planning or a closely related field and at least five years of experience in the planning profession. Three to four years of supervisory experience is preferred. American Institute of Certified Planners (AICP) certification preferred.

ESSENTIAL PHYSICAL SKILLS

The physical demands involve crawling, crouching, driving, far acuity, feeling, manual dexterity, handling, hearing, kneeling, lifting, mental acuity, near acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, and walking. May be required to exert up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Environmental Conditions:

Subject to inside environmental conditions: protection from weather conditions but not necessarily from temperamental changes (i.e., warehouses, covered loading docks, garages, etc.). The worker is subject to outside environmental conditions: no effective protection from the weather. The employee works in a safe and secure work environment that may periodically have unpredicted requirements or demands.

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job may change. By signing below, I am indicating I have read and concur with the above description of my job.

Print Name

Date

Signature