

Job Title:	Planning Technician/ Planner I		
Department/Group:	Community Development	Supervisor:	Community Development Director
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
Level/Salary Range:	\$18.88 – \$28.00/hour	Position Type:	Full-Time
HR Contact:		Date Posted:	
External Posting URL:	www.madeirabeachfl.gov	Posting Expires:	
Applications Accepted By:			
FAX OR E-MAIL: (727) 399-1131 OR humanresources@madeirabeachfl.gov Subject Line: Attention: Human Resources – Recruiting		MAIL: City of Madeira Beach 300 Municipal Drive Madeira Beach, FL 33708	
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <p>The position of Planning Technician is entry-level paraprofessional work. Depending on applicant's education and experience this position may be elevated to Planner I. The Planning Technician devotes a significant amount of time on routine administrative tasks. A Planning Technician/Planner I often works closely with the public on a regular basis to provide customer service on planning and zoning issues. Successful Planning Technicians may be asked to perform professional-level (Planner I) duties of limited complexity as a trainee. The position has the potential to grow into a Planner II.</p> <ul style="list-style-type: none"> • Provides technical assistance and information to staff and the public in the administration of specific planning-related programs and ordinances. • Reviews building plans and zoning permit applications to assure compliance with requirements such as use, setbacks, and impervious surface ratios. • Performs routine office tasks in designated program areas, including data entry, file management, copying, answering telephone, and responding to e-mails. • Researches and compiles information on a variety of planning issues from multiple sources. • Prepares public notices or property owner verifications. • Prepares charts, tables of limited complexity. • Investigates violations of planning regulations and ordinances, including site visits. • Attends public meetings, assisting other planning staff as appropriate. • Reviews parcel legal descriptions. 			



QUALIFICATIONS AND EDUCATION REQUIREMENTS

The Planning Technician/Planner I level generally requires, at a minimum, the completion of an associate's degree in urban planning, architecture, construction management, social sciences or related field. One year of experience in plans review, zoning administration, building code issuance of surveying or similar experience. A bachelor's degree is preferred and may substitute for two years of experience.

- Knowledge of planning principles and practices, including zoning and other pertinent specialties
- Knowledge of principles and practices of research and data collection.
- Knowledge of effective writing techniques.
- Statistical, algebraic or geometric knowledge and ability to apply such knowledge in practical situations.
- Knowledge of computer programs and applications, which may include Microsoft Office, database management and Internet applications.

PREFERRED SKILLS

The following skills are necessary to perform this position:

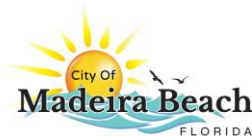
- Oral communication and interpersonal skills to explain rules and procedures clearly to the public.
- Problem-solving skills to gather relevant information to solve practical problems and address citizen inquiries and concerns.
- Ability to review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions.
- Ability to work on several projects or issues simultaneously.
- Ability to work independently or in a team environment as needed.

ADDITIONAL NOTES

Requires the mobility and manual dexterity to work in a standard office environment, use standard office equipment and attend off-site meetings; speech and hearing to communicate in person and by telephone; vision to read handwritten and printed materials and a computer screen; and strength and agility to lift and carry items weighing up to 20 pounds. Some accommodations may be made for some physical demands for otherwise qualified individuals who require and request such accommodations.

ADA COMPLIANCE:

The City of Madeira Beach, 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 statements noted above are intended to describe the general nature and level of work being performed and are not to be construed as a comprehensive list of responsibilities, duties and skills required. These statements are subject to change at the discretion of the employer.

Cover letters and resumes may be included but are not accepted in lieu of application form.
All applications will become public record under Florida law.

AA/EOE/DFWP

Submit completed application for employment to: Human Resources Coordinator
300 Municipal Dr. Madeira Beach, FL 33708 or humanresources@madeirabeach.com