

Job Title:	Planner II/III		
Department/Group:	Community Development	Supervisor:	Community Development Director
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
Level/Salary Range:	\$22.95 – \$30.00/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: Planner II/III Attention: Human Resources – Recruiting		MAIL: City of Madeira Beach 300 Municipal Drive Madeira Beach, FL 33708	
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <p>This position will either be a Planner II or Planner III depending on the skill level of the chosen applicant.</p> <p>The Planner II position requires professional planning work of moderate difficulty. It is characterized by increasingly specialized knowledge of the planning field and a more elevated level of required duties and responsibilities compared with the Planner I.</p> <p>The Planner III position requires a more advanced professional planning experience of high complexity and variety. Some functions are similar to those of the Planner II level, though the Planner III often leads or is significantly involved with larger, more complex planning assignments.</p> <p>Planner II/III exercises greater independence and judgment, receiving general supervision from senior management (Community Development Director, Community Development Engineer and Building Official) and working closely with all city staff.</p> <ul style="list-style-type: none"> • Interprets and applies applicable state, county and local codes, ordinances and regulations • Initiates actions necessary to correct deficiencies or violations of regulations • Assists with updates and maintenance of Comprehensive Plan and land development regulations • Conducts review of various development applications including unity of titles, permits, site plans, variance requests and rezonings 			



- Provides planning and permit assistance to residents
- Performs field inspections to gather data relevant to the development review process and/or to verify that development projects comply with approved plans
- Conducts extensive research in specific or general project areas
- Writes and presents formal and technical reports, working papers, and correspondence
- Identifies community problems, issues, and opportunities in particular areas of the city that could be mitigated through better community planning
- Develops long range plans for communities with common developmental issues
- Evaluates adequacy of community facilities in meeting current and projected needs
- Recommends priorities, schedules, and funding sources to implement public improvements plan
- Writes, or assists in writing, a variety of ordinances and regulations relating to development controls
- Attends occasional evening and weekend meetings

QUALIFICATIONS AND EDUCATION REQUIREMENTS

The Planner II level requires a master's degree with two years of experience in the planning profession, or a bachelor's degree and four years of professional planning experience. The Planner III level requires a master's degree in planning or related field and three years of experience in the planning profession, or a bachelor's degree and five years of professional planning experience. Certified Floodplain Manager (CFM) is preferred or must be obtained within one year.

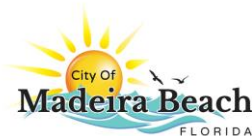
PREFERRED SKILLS

The following skills are necessary to perform this position:

- Well-developed knowledge of planning principles and practices
- Knowledge of effective writing techniques
- Knowledge of or experience in community remediation and redevelopment, and knowledge of relevant Federal programs
- Ability to read and decipher site and building plans
- Ability to work on several projects or issues simultaneously
- Ability to manage projects effectively and meet firm deadlines
- Knowledge of computer programs and applications, which may include Microsoft Office, Internet applications, GIS, and database management
- Knowledge of coastal planning, floodplain management and hazard mitigation.

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