



City of Madeira Beach Position Description

	Long Range Planner		Updated 3/13/2023
Department/Group:	Community Development	Supervisor:	Community Development Director
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL		
Level/Salary Range:	\$65,000 - \$70,000	Position Type:	Full Time
HR Contact:	727-391-9951	Date Posted:	March 13, 2023
External Posting URL:	www.madeirabeachfl.gov	Posting Expires:	Open until filled
Applications Accepted By:	Fax: 727-399-1131 or Email: humanresources@madeirabeachfl.gov		

Job Description:

ROLE AND RESPONSIBILITY

Advanced and highly responsible position performing complex projects and long-range planning for the City of Madeira Beach Community Development Department. General responsibilities include evaluating and formulating land use and transportation strategies, conducting policy research, analyzing, and appraising elements of the Madeira Beach Comprehensive Plan and preparing written presentations of various applications and proposals. This position is focused on comprehensive planning, long-range policy development and initiatives, and project management.

ESSENTIAL FUNCTIONS:

- Evaluates, analyzes, updates, and implements the elements of the Madeira Beach Comprehensive Plan.
- Conducts and/or manages planning studies to address relevant issues and standards and advises the Community Development Director of recommendations on updating/revising regulations and on the requirements for the Madeira Beach Comprehensive Plan.
- Recommends new and revised policies, codes, ordinances, and regulations.
- Prepares draft ordinances and amendments to ordinances.
- Research information pertaining to land development and transportation planning issues.
- Assists in the formulation, enhancement and testing of methods and procedures to monitor and evaluate impact on and capacity of, public services, transportation facilities, parks, and capital expenditures.
- Receives and responds to inquiries regarding zoning issues; interprets and explains codes, ordinances and regulations to engineers, architects, contractors, property/business owners, and other interested parties.
- Assists with various permit applicants and general public to understand land development policies and procedures of the City; determines/verifies zoning status as requested.
- Interacts, communicates with, and coordinates various groups and individuals such as the immediate supervisor, co-workers, County personnel, engineers, contractors, consultants, architects, Board members, landowners, community/civic organizations, and the general public.
- Assists the public in completing Comprehensive Plan Land Use change applications and rezoning applications.
- Provides information to the public regarding Zoning Ordinances, the Madeira Beach Comprehensive Plan and Future Land Use Map.
- Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers advice and assistance as needed.
- Reviews various applications, develops staff reports and prepares and delivers presentations to Special Magistrate, Planning Commission and Board of County Commissioners.

- Provides expert advice to boards regarding planning issues.
- Coordinates planning efforts with consulting firms as required.
- Creates and updates various ArcGIS maps for the City of Madeira Beach.

QUALIFICATIONS REQUIRED:

- Advanced knowledge of the philosophies, principals, practices & techniques of planning.
- Well-developed knowledge of one or more planning disciplines, such as land use planning/zoning, transportation planning, environmental planning, urban design, housing, historic preservation or economic development.
- Knowledge of principles, methodology, practices of research and data collection.
- Knowledge of effective writing techniques.
- Knowledge of computer programs and applications, which may include Microsoft Office, GIS, and database management.

EXPERIENCE, EDUCATION, AND TRAINING PREFERRED:

- Master's Degree from an accredited college or university in Urban Planning, Geography, Public Administration or a related field, with major course work in Urban Planning.
- FEMA experience in coastal barrier islands.
- Two years of planning experience, plans review experience preferred.
- Competence and experience in Arc Info/GIS mapping preferred

PHYSICAL/WORKING REQUIREMENTS:

Ability to operate computer hardware such as a keyboard and mouse; push and pull up to 25 pounds; hold and grip objects. Primarily indoors with heating and cooling regulated in a general office environment; may work outdoors when conducting field surveys and therefore susceptible to extreme weather conditions. Attends required evening meetings; if operating a motor vehicle for the purpose of completing job duties, must possess a valid Driver's License.

NOTE: Reasonable accommodation considerable will be made for otherwise qualified individuals with a disability.

All applications will become public record under Florida law.

AA/EOE/DFWP

Open until filled

Submit complete application for employment to: <https://madeirabeachfl.gov/jobs>

QUALIFICATIONS REQUIRED:

- Certified Floodplain Manager (CFM) certification is preferred or must be obtained within 1 year.
- Education, training, and experience providing the following knowledge, skills, and abilities: possess and maintains a working knowledge of municipal planning issues, principles, methods and techniques with specialized knowledge of urban conservation, development management, transportation, and economic development programs as required by departmental assignment.
- Knowledge of Florida land use planning, community planning techniques, site plan development and review, regulatory services and devices, data sources and urban information systems as required by departmental or OTO assignment.
- Effectively execute planning activities including implementing policy and programs within established resource and budgetary constraints; read, understand, and interpret a variety of written documentation and graphic material; conduct research.
- Utilize a variety of computer software applications.
- Effectively present data and information in visual aid form; compile a variety of data and information; follow oral and written instructions; communicate effectively both verbally and in writing; deal effectively and courteously with associates, customers, and the general public.

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