



JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Planning Specialist

Department: Engineering
Pay Grade: 106
FLSA Status: Non-exempt

JOB SUMMARY

Responsible for planning-oriented routine administrative tasks and professional level duties such as report preparation. Works closely with the public on a regular basis to provide customer service. The employee is under the general supervision of the Planning Supervisor.

ESSENTIAL JOB FUNCTIONS

- Prepares public notices, public mailings, and property owner verifications for planning and development applications.
- Issues new and renewed Business Tax Receipts and assists business owners with all aspects of obtaining their BTR with the City.
- Updates insurance/licensing information for Business Tax Receipts.
- Coordinates and implements the City's Community Development Block Grant Program.
- Issues new and renewed Business Tax Receipts and assisting business owners with all aspects of obtaining their BTR with the City.
- Assists with accepting applications and issuing building permits, sign permits, and temporary use permits.
- Accepts all planning and development applications and reviews forms for accuracy; explains application procedures, fees, and determines missing documents before accepting application.
- Performs routine office tasks in designated program areas, including data entry, file management, and scanning/copying.
- Develops and maintains tracking systems, hard copy files and case records for all planning and development applications.
- Prepares narrative staff reports and recommendations of limited complexity, such as special use permits and variances; as assigned.
- Works in a team environment to accept and issue permits and resolves customer inquiries as needed.

- Provides technical assistance and information to staff and the public in the administration of specific planning programs areas and City codes.
- Prepares zoning determination letters and coordinates with citizens to fulfill zoning determination requests.
- Researches and compiles information on a variety of planning issues from multiple sources.
- Coordinates set up and takes minutes of development review meetings and distributes minutes.
- Assists in investigations of violations related to planning regulations and ordinances, including site visits.
- Attends public meetings, assists planning staff as appropriate.
- Assists with community redevelopment and economic development activities as assigned.
- Performs other job duties as assigned.

QUALIFICATIONS

Education and Experience:

High School diploma or an acceptable equivalency diploma (GED); and two (2) years of experience in planning, development review, community development, zoning administration, or building code. Possession of an Associate's Degree may substitute for experience.

Special Qualifications:

- Possession of a valid State of Florida Driver's License.

Knowledge, Skills and Abilities:

- Knowledge of planning principles and practices, including pertinent specialties.
- Knowledge of principles and practices of research and data collection.
- Knowledge of effective writing techniques.
- Knowledge of statistical, algebraic, or geometric principles and ability to apply such knowledge in practical situations.
- Knowledge of computer hardware and software programs, which may include Microsoft Office and internet applications.
- Ability to communicate effectively using oral communication and interpersonal skills to explain rules and procedures clearly to the public,
- Ability to solve problems by gathering relevant information to solve vaguely defined practical problems,
- 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 on projects, reports, and research as needed.
- Ability to work effectively in a team environment to accomplish tasks and achieve common goals.

PHYSICAL DEMANDS

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise

move objects, including the human body. Additionally, the following physical abilities are required:

- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 2: Including color, depth perception, and field vision.
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
- Visual Acuity 4: Have visual acuity to operate motor vehicles and/or heavy equipment.
- Visual Acuity 5: Have close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORK ENVIRONMENT

- Work is performed in an indoor office environment and outdoors in various weather conditions as required.