

CITY OF ROCKLEDGE

JOB DESCRIPTION

TITLE: CITY PLANNER

DEPARTMENT: CITY HALL

GENERAL DESCRIPTION:

This is a professional position requiring a high level of responsibility and initiative. Under limited supervision, the planner will provide support to the Grants and Development Coordinator in a variety of current planning activities and/or comprehensive planning activities and preparation of / revision to the City's land development regulations. The Planner will participate in the review of development and redevelopment proposals and apply appropriate zoning and land use regulations. The Planner may be directed to undertake special projects both independently and as a team.

ESSENTIAL JOB FUNCTIONS:

- Ability to apply knowledge of the principles, practices and methods of urban planning and design.
- Ability to apply knowledge and expertise in site plan and development reviews.
- Ability to conduct studies, analyze information, formulate recommendations and present clear written or oral findings to staff, the public and various other entities including the City's Planning Board, Board of Adjustment and City Commission.
- Ability to understand, explain and apply zoning and development regulations impartially.
- Ability to read and interpret building, site, and related development plans and legal surveys.
- Ability to establish and maintain effective working relationships with coworkers, elected officials, personnel employed by external agencies, and the public.
- Ability to operate independently or as part of a team.
- Ability to prepare written documents and text on computer word processing system.
- Performs other related work as required by supervisor.

MINIMUM QUALIFICATIONS: Candidates must meet the following minimum qualifications in order to be considered for this position.

KNOWLEDGE, ABILITY AND SKILLS:

- Considerable knowledge of the field of public sector planning and growth management activities, particularly as they relate to the local government level.
- Knowledge of ethical guidelines applicable to the position as outlined by professional standards and / or federal, state and local laws, rules and regulations.
- Knowledge of standard research techniques, methods and procedures.
- Ability to work independently, with minimal supervision and to apply knowledge to a variety of situations.
- Ability to analyze land development proposals and formulate, develop and present recommendations regarding their acceptability in terms of sound planning considerations and applicable regulations.
- Ability to make effective oral presentations before large groups of people.
- Ability to express ideas orally and in writing.

EDUCATION AND EXPERIENCE:

Bachelor's degree in a related field; however, a minimum of five (5) years of work experience with a company in the field of public relations, customer service, or project management may be considered in lieu of education. A combination of education and experience may be considered.

Ability to produce documents on a personal computer using Microsoft Word. May be required to attend weekend and / or evening meetings. Must have a valid Florida driver's license. Knowledge or ability to learn all City operations. Subject to emergency call-out during off hours and on weekends required.

ESSENTIAL PHYSICAL SKILLS:

Ability to sit for extended periods of time and enter data in computer. Occasional bending, stooping, and lifting required. Ability to communicate verbally in person and on the telephone. Ability to lift up to 25 pounds. Ability to work outside, climb, or descend embankments and stairs. Walk considerable distances, overcome odors, pollen or similar outside conditions.