



**CITY OF LAKE ALFRED
COMMUNITY DEVELOPMENT DEPARTMENT
JOB DESCRIPTION**

DEPARTMENT: Community Development
TITLE: Planner
SALARY: Grade 12

GENERAL DESCRIPTION: This is professional position involving a wide variety of planning tasks including, but are not limited to, providing information to the public; coordinating the review of community developments projects; assisting in the evaluation of rezonings, site plans, special use permits, variances and other proposals; and researching information for land use studies or other projects. The Planner must have critical thinking and complex problem-solving skills. The Planner is supervised on special or complex projects by and reports to the Community Development Director.

ESSENTIAL JOB FUNCTIONS:

- A. Tracks applications for annexation, land use, zoning, variances and site plan reviews. Coordinates development review of applications by City departments and consultants.
- B. Prepares correspondence, legal advertisements, mailers, meeting minutes and other documentation as required.
- C. Conducts extensive research in specific or general project areas, documents research activities, and performs basic statistical analysis of data. Utilizes Microsoft programs to collect and analyze data, format and prepare reports, including special graphics for presentations and departmental reports.
- D. Drafts formal and technical reports, working papers, and staff reports.
- E. Posts and maintains department related web page items.
- F. Interprets and applies applicable state, county and local codes, ordinances and regulations. Receives and responds to public inquiries, problems/complaints and addresses possible resolutions. Provides information regarding the department's policies, services and procedures.
- G. Assists with updates and maintenance of Comprehensive Plan, Unified Land Development Code, and associated zoning and future land use map.
- H. Develops strategies to promote economic and community development or efficient land use consistent with community goals.
- I. Assist with grant applications, research, implementation, and compliance.
- J. Assist with code enforcement, zoning, and business registration as needed. Assist staff with preparing cases for Board of Adjustment, Planning Board or Code Enforcement and attend meetings as required.
- K. Assists the City in the preparation for and aftermath of a major emergency such as a hurricane or other storm or disaster, as needed.
- L. Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the principles and practices of city, neighborhood, strategic, urban planning and/or redevelopment practices.
- Knowledge of general land use development, zoning regulations, and building administration. Ability to review, comprehend, interpret and communicate provisions of City ordinances.
- Knowledge of principles, methodology, practices of research and data collection.
- Ability to understand and follow legal documents.
- Ability to read and understand site plans and surveys, topographic maps, plans and blueprints, and familiarity with Geographical Information Systems (GIS) concepts.
- Ability to communicate effectively, both verbally and in writing, as well as make public presentations.
- Skills in the operation of a personal computer with expertise in Microsoft Office (2007 or most recent) applications including WORD, ACCESS, EXCEL, and familiarity with PowerPoint, and OUTLOOK.



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- Demonstrate relevant capability with City's building permit software (ADG) within acceptable timeframe to meet demands of job functions.
- Ability to accurately and efficiently organize, compile and interpret information, summarize trends, and conduct basic research. Including ability to manage data in spreadsheets or database format, perform queries, produce graphs and reports.
- Ability to electronically organize complex documents, assemble informational packets for distribution in hard copy and in electronic format.
- Demonstrate high levels of organizational skills, time management and self-initiative.
- Ability to work well with others including under situations of pressure/deadlines. Ability to establish effective working relationships with city staff, contractors, developers, architects, engineers, property owners, and the general public.

EDUCATION AND EXPERIENCE:

- Bachelor's degree in urban planning (preferred), architecture, construction management, public administration, or related field with a minimum of one (1) year of experience in land use, urban planning, or a related field.
- A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

LICENSES, CERTIFICATION OR REGISTRATION:

- ❖ Must maintain a valid Florida Driver's License

ESSENTIAL PHYSICAL SKILLS:

- ❖ Normal hearing (with or without hearing aid).
- ❖ Normal visual acuity, field of vision, color perception, and depth perception (with or without correction).
- ❖ Acceptable clarity of speech (with or without reasonable accommodation).
- ❖ Ability to communicate both orally and in writing.
- ❖ The position may also require sense of smell, texture perception, and good manual dexterity.
- ❖ Requires manual labor work that involves working or standing some of the time and exerting up to 35 pounds of force on a recurring basis.
- ❖ Ability to drive motorized vehicles.

ENVIRONMENTAL CONDITIONS:

Work inside in an office environment with quiet noise level and routine keyboard operations. Possible exposure to dust, mold and allergens; inclement weather; noise; uneven terrain, and other hazards. Work outside in various weather conditions with moderate to loud noise level. The job risks occasional exposures to dusts and pollen, extreme heat and/or cold, wet or humid conditions, and vehicular traffic.

POSITION CLASSIFICATION EXEMPTION STATUS:

Non-Exempt