

# Senior Planner



REINVENTING YOUR CITY

## **Position Summary** *(Major Job Duties)*

This highly responsible, professional mid-level Senior Planner, under general supervision of the Department Director, is responsible for writing text-based documents, including land development regulations, comprehensive plan amendments and design guidelines. Responsibilities also include presentation graphics, base mapping, land use planning, and entitlement processing. Project management, directing support staff and managing clients, project scheduling, and budgeting are also required duties. Travel for business within the tri-county area may be required for project work and to serve clients in various cities. The Senior Planner may also be responsible for facilitating public outreach meetings, project presentations to clients, and to public agencies. The qualified person will be expected to effectively delegate assignments, direct and manage research of code requirements, laws, ordinances, and official records, and ensure quality control in document and plan preparation. Experience in site and master planning and feasibility studies is a plus.

## **Minimum Qualifications** *(Education, work experience, special requirements)*

This position requires a master's degree in City and Regional Planning or other related field and a minimum of two years of professional planning experience, with substantial experience in a government setting. A bachelor's degree in planning or a related field and four years of professional planning experience is also acceptable. Supervisory experience is preferred. Candidate should be actively working toward professional certification and have knowledge of Florida Planning and Development Law. Proficiency in Microsoft Office is required. Knowledge of GIS, Adobe Suites AutoCAD, and/or ArcView is preferred.

## **Typical Functions**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position)

- Provide assistance and information to the public regarding all Zoning Code, Sign Code, Landscape Code, and related matters through the interpretation of the applicable code requirements.
- Conduct research regarding Zoning Code and Sign Code inquiries.
- Review of building permit plans for compliance with the applicable Zoning Code and Sign Code requirements.
- Review occupational licenses and alcoholic beverage licenses for compliance with the applicable Zoning Code.
- Process applications and requests for Site Plan Approval, Plat, Special Exception, Variance, Temporary Permit, Abandonment, Rezoning, and Modification of Development Standards.

- Review, process applications, prepare reports, and make recommendations for the Development Review Committee, the Architectural Appearance Committee, the Planning and Zoning Board, the Zoning Board of Appeals, and the City Commission.
- Make presentations before the Development Review Committee, the Architectural Appearance Committee, the Planning and Zoning Board, the Zoning Board of Appeals, and the City Commission and serves as liaison to such committees
- Propose code amendments and additions to the Zoning Code and Sign Code.
- Assists with advanced professional work related to variety of planning assignments
- Assists with the review and processing of complex comprehensive plan amendments, rezonings, annexations, site plans, plats
- Assists with the management of complex planning studies, development applications and reviews consultant proposals
- Assists with researching and preparing statistical reports on land use, physical, social & economic issues
- Performs field inspections to gather data relevant to the development review process and/or to verify that development projects comply with approved plans
- Perform and initiate related work as required.
- Attends some evening and limited weekend meetings
- Supervises junior planners within organization

### **Required Knowledge**

- Ability to read and interpret construction drawings and site plans.
- Ability to read and interpret city ordinances and related legal documents.
- Ability to prepare and present complex reports.
- Advanced knowledge of the philosophies, principals, practices & techniques of planning
- Well-developed knowledge of one or more planning disciplines, such as urban design and land use
- Knowledge and experience in redevelopment processes
- Knowledge of principles, methodology, practices of research and data collection
- Knowledge of effective writing techniques
- Advanced knowledge of computer hardware and software programs, which may include Microsoft Office, Internet applications, and GIS

### **Required Skills**

- Excellent oral and written communication skills for preparing and presenting planning reports and projects
- Strong communicative skills necessary. Must have the ability to work with others when presenting ideas and findings clearly and concisely.
- Excellent interpersonal skills for facilitating relationships with elected/appointed officials or other decision-makers
- Creative problem-solving skills to gather relevant information to solve less well-defined planning problems
- Group facilitation skills for use with community workshops
- Ability to work effectively and efficiently with the public
- Ability to work on several projects or issues simultaneously
- Ability to provide effective supervision and staff management
- Ability to manage projects effectively and meet firm deadlines

## **Physical Requirements**

Performs varied administrative responsibilities; usually under moderate direct supervision, allowing latitude for use of independent judgment. However, the position will require working with a team of professionals who take on their own assignments but also share assignments with one another. Composes a variety of correspondence, especially to the public. Establishes and maintains a variety of complex records and reports. Computes and compiles data. Sets up and maintains files. Schedules meetings. Observes conditions in the community, speaks with community leaders, takes photographs, and makes presentations before governmental committees, boards and community organizations.

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle, or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment such as, but not limited to, a personal computer, calculator, copier, and fax machine. No significant moving, climbing, carrying, crawling, pushing, and pulling.

**Salary Range:** \$61,000 – 86,000 DOE

**Apply to:** [careers@rma.us.com](mailto:careers@rma.us.com)

**Ref:** Senior Planner

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**Reports to:** Personnel assigned by the Principal

**FSLA Status:** Non-Exempt

**EOE**