

TOWN OF DUNDEE

DEPARTMENT OF HUMAN RESOURCES

Position Description

POSITION TITLE:	PLANNER I
DEPARTMENT:	PLANNING
SALARY RANGE:	\$39,915 – 61,859 DOQ
HOURS PER WEEK:	FULL TIME- 40 HOURS
BENEFIT ELIGIBILITY:	Paid Time Off (Vacation, Sick, Personal, Holiday), 401(a) Retirement Program with Employer Match, 100% Employer Paid Health, Dental, Vision

JOB SUMMARY

This is a professional position responsible for a wide range of assignments under the supervision of the Town Manager and receives general direction and guidance from the contracted planner. This position requires a thorough knowledge of the planning process and the ability to complete assignments in a precise and timely manner.

ESSENTIAL DUTIES

- Site development plan and subdivision plat review.
- Coordinates scheduling advertising and public hearings.
- Provides information to the public regarding development regulations.
- Assists in resolving citizen and customer issues.
- Acts as a public liaison to provide zoning and permitting information and guidance.
- Assists in the collection of data, research, and analysis.
- Coordinates the Development Review Committee (DRC) process regarding development applications.
- Reviews site plans, zoning requests and land use issues and prepares staff reports.
- Presents before the Town Commission and/or Planning & Zoning Board.
- Special Exception/Conditional Use Permits and Variances
- Maintains the downtown residential program.
- Prepares graphics and visual displays for public presentations.
- Maintains and develops Town specific planning related data bases.
- Works closely with Town staff and consults concerning GIS issues and development of graphics and maps.
- Coordinates bike and pedestrian paths to assist in development of the Town's trail systems.
- Performs special projects as assigned

MINIMUM QUALIFICATIONS

Education & Experience

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

- Bachelor's Degree from an accredited college or university with a major in Urban Planning or related field is required.
- Two (2) years of directly related experience in a planning or similar agency is preferred.

Licenses

- Possession of a valid Florida driver's license with acceptable driving record required.

Language Skills

- Ability to maintain effective working relationships with others, including County, State, and Federal agencies, civic groups, and the public.
- Ability to clearly and effectively communicate both verbally and in writing.
- Ability to develop and maintain good personal relationship with other employees and the public.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of urban planning principles and practices.
- Ability to read and interpret plans, specifications and legal documents related to site design and planning projects.
- Knowledge of computer hardware and software programs, which include Microsoft Office, GIS and electronic permitting and plan review.
- Ability to meet multiple deadlines with little or no supervision.
- Creative problem-solving skills to gather relevant information to solve vaguely defined practical problems.
- Knowledge of principles, methodology, practices of research and data collection.
- The ability to work in a team environment; contribute as a team member and treat co-workers, subordinates, and customers with respect.
- Build professional relationships with internal staff and customers.
- Assist in Records Management
- Knowledge of office management systems and procedures
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Handle multiple projects
- Strong organizational and planning skills

OTHER REQUIREMENTS

Working Conditions and Physical Abilities

Office environment. May be required to travel for meetings and attend evening meetings as assigned. Low frequency of exposure to hazardous working conditions in dealing with members of the public. While performing the duties of this job, employee will frequently be required to use hands and fingers dexterously to operate office equipment, will be required to communicate orally, regularly required to sit, stand, walk, occasionally required to stoop, kneel, or crouch and reach with hands and arms and lift up to 25 pounds. Specific vision abilities required include close vision and ability to adjust focus.

The above is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

The Town of Dundee is an equal opportunity employer committed to an alcohol / drug free workplace and to providing equal opportunities regardless of age, race, color, gender, religion, national origin, marital status, veteran status, disability or any other legally protected status.

I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all the stated requirements.

Signature

Date

Print Name