

City of Flagler Beach

JOB TITLE: City Planner

DEPARTMENT: Building & Zoning

SUMMARY: Under general direction, performs responsible professional, technical and administrative duties involving Comprehensive Planning, Land Development Code oversight, current planning oversight, zoning compliance reviews, maintaining and updating the Future Land Use Map and Official Zoning Map.

ESSENTIAL FUNCTIONS: As defined under the Americans with Disabilities Act, duties for this position may include the following tasks, knowledge, skills and other characteristics. This list is *ILLUSTRATIVE ONLY* and is not a comprehensive listing of all functions and tasks performed by the appointee in this category-

DUTIES AND RESPONSIBILITIES: (NOTE: not in-hierarchical order)

1. Comprehensive Plan – Coordinates elements of the City's Comprehensive Plan, including monitoring of plan elements and periodic evaluation and appraisal of the Plan with subsequent major updates and amendments. Coordinates elements of the City's municipal code, including periodic evaluation and appraisal of the Code with subsequent major updates and amendments.
2. Land Development Code – Provides oversight, interpretation of regulations, recommend amendments as deemed essential.
3. Oversees the preparation and maintenance of major citywide plans, identifying priorities and applying quantitative and qualitative assessments of strategies, develops and coordinates the implementation of strategic initiatives, including program development, evaluation, coordination, fiscal analysis, and monitoring.
4. On a project basis, oversees and coordinates with staff in: completing planning related projects, such as corridor planning studies and neighborhood/area-wide plans; and assisting with development of conceptual plans and designs; oversees and directs public engagement for planning projects.
5. Coordinates and reviews: development of short-range and long-range plans in conjunction with municipal officials.
6. Reviews and provides analysis relating to private development applications.
7. Replies to inquiries from the public and from governmental agencies on policy, applications, ordinances, technical matters; coordinates present and future needs of the department with other agencies and stakeholders.
8. Documents and tracks programs and projects for internal and external reporting.
9. Review and take appropriate actions as it relates to zoning compliance ~~on~~ for occupational license applications, residential and non-residential building permit applications.
10. Reviews and processes—comprehensive plan amendments, re-zonings, special exception applications, variance requests, change of use applications, conceptual and final site plans applications, plats, re-plats, and sign and mural applications.
11. Performs field inspections as needed to assist Code Enforcement with zoning and related code violations.
12. Prepares documents/reports for presentation to City Commission, other boards, and committees. Attends meetings, makes oral and written presentations.
13. Provides information to City Manager, department heads, board members, committee members, and other officials regarding questions related to the duties of the position.

14. Advises developers, contractors, builders and the public on City policies/procedures for compliance with Zoning, Land Development Regulations and the Comprehensive Plan.
- ~~15.~~ Directs and recommends development of land use policies,
16. Coordinates with consultants local planning agencies, independent contractors, regional planning council, and other agencies, as necessary.
17. Performs other related duties as required and assigned by the City Manager

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of Florida Growth Management Act, 9J Administrative Rules, land use law, Comprehensive Plan Amendments, land development codes, the special exceptions and variances process, public records laws, and general knowledge of the Florida Building Code.

Knowledge of planning, zoning, code enforcement, land development process and project management principles and practices.

Skilled in problem solving.

Skilled in basic computer applications, PowerPoint and reports writing.

Skilled in developing and implementing new policies, procedures, and programs.

Skilled in applying appropriate public relations techniques as situations warrant.

Ability to establish and maintain effective working relationships with those contacted in the course of work, as well as interacting with problematic individuals.

Ability to express ideas clearly when providing oral and written reports and recommendations.

Ability to review, understand, critique, and make recommendation as it relates to site development planning and architectural design compliance.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves moderate work generally in an office setting. Work may involve moderate work at construction sites in an outdoor setting. There is frequent need to stand, walk, sit, talk or hear, use hands, climb, kneel, stoop, lift light objects (up to 25 lbs.) and perform other similar actions during the course of the workday. The City of Flagler Beach promotes a drug/alcohol free work environment through the use of pre-employment, random, and/or reasonable suspicion drug testing. Individuals must be physically capable of operating a vehicle safely, and have an acceptable driving record.

MINIMUM QUALIFICATIONS: Bachelor's degree in urban planning or related field including five (5) years experience. A valid State of Florida driver's license is required. Knowledge of construction a plus. Prefer AICP certification or ability to become certified (Will consider comparable amount of training, education or experience to meet the requirements.)