

City of Flagler Beach

JOB TITLE: Planner

DEPARTMENT: Planning and Zoning

SUMMARY: Performs responsible professional, technical, and administrative duties involving the City's Comprehensive Plan, Future Land Use Map, Zoning Map, Land Development Regulations, site plan/zoning compliance reviews, and provides direct support for the Planning and Architectural Review Board. Reports directly to Planning and Zoning Supervisor.

ESSENTIAL FUNCTIONS: (Essential functions, as defined under the Americans with Disabilities Act, may include the following duties, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)

DUTIES AND RESPONSIBILITIES (not in any hierarchical order):

- Manages the Comprehensive Plan, including monitoring of plan elements, periodic evaluation and appraisal of the Plan, recommending updates and amendments.
- Manages the Land Development Regulations, providing technical assistance and interpretation and recommending appropriate revisions.
- Assists other City staff in the preparation and maintenance of major plans, identifying priorities, assessing strategies, and developing and coordinating the implementation of strategic initiatives.
- Coordinates with staff, on a project basis, to review corridor planning studies; neighborhood/area-wide plans; and conceptual plans and designs; and appropriate public engagement for projects.
- Coordinates and reviews the development of short-range and long-range plans in conjunction with municipal officials.
- Reviews and analyzes private development applications.
- Replies to inquiries from the public and from governmental agencies on policies, applications, ordinances, technical matters.
- Documents and tracks programs and projects for internal and external reporting.
- Reviews and takes appropriate actions related to zoning compliance for occupational license applications, residential, and non-residential building permit applications.
- Performs field inspections as needed to assist Code Enforcement with zoning and related code violations.
- Prepares documents/reports for presentation to City Commission, other boards, and committees, attending such meetings as needed (at the discretion of the City Manager).
- Advises developers, contractors, builders and the public on City policies/procedures for compliance with the City's Comprehensive Plan and Land Development Regulations.
- Serves as the City's liaison consultants, local planning agencies, independent contractors, regional planning council, and other similar agencies, as necessary.

- Performs other related duties as required and assigned by the City Manager and/or the Planning and Zoning Supervisor.

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.
- Skill in problem solving and appropriate application of regulations and codes.
- Skill in basic computer applications, such as word processing and spreadsheets.
- Skill in developing and implementing new policies, procedures, and programs.
- Skill in effective public communications (oral, written, and electronic).
- Ability to establish and maintain effective working relationships.
- Ability to review, understand, critique, and make recommendations 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 outdoor sites (including active construction sites). Outdoor work may be necessary during severe weather conditions (heat, floods, storms). Work requires frequent need to stand, stoop, walk, sit, 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 methods and techniques preferred. American Institute of Certified Planners certification desired.