Summary:

Functions as a professional planner at an advanced level in a variety of activities related to the City's planning and development management program. Supervises individual staff members and staff teams, and carries out management responsibilities. Works under the supervision of the Development Services Director.

Essential Duties and Responsibilities:

- Under the general direction of the Department Director, coordinates the update of the City's Comprehensive Plan, Land Development Code, and other development management procedures.

- Prepares and/or coordinates the preparation of research and planning studies pertaining to land use, economic development, transportation, community facilities, and related topics.

- Reviews development proposals and coordinates Planning and Zoning Commission participation in development review process; prepares or coordinates preparation of staff analyses and recommendations to City Council and other boards and committees.

- Performs professional planning work in the development and implementation of the City's planning program, which may include activities related to comprehensive planning, land development code administration, development review, special planning projects and related activities.

- May prepare land development regulation text amendments; conducts special planning projects and related activities; conducts research regarding physical, economic, and social factors affecting growth in the City; studies the impact of various private and public planning projects on the City; collects, tabulates and analyzes related data.

- Interacts and communicates with immediate supervisor, all department staff, other City department heads and employees, as well as the general public.

- Meets with citizens individually and in-groups; prepares and presents information to City boards, clubs, civic groups, and other forums; provides technical and policy information and assistance to staff members, other City agencies, City boards and committees, and citizens; represents the City and/or the department at official meetings.

- Supervises staff members on general and specific assignments.

- Promotes consumer friendly environment within the department.

- In the temporary absence of the Development Services Director, may function as Acting Development Services Director.
Marginal Duties and Responsibilities:

- Carries out site visits to gather information pertaining to matters related to duties. Inspects development projects for compliance with approved site plans.
- Attends professional conferences, seminars, and workshops to maintain and enhance professional and technical knowledge; prepares and makes presentations at professional conferences, seminars, and workshops to impart experience to other professionals.
- Other duties may be assigned.

Supervisory Responsibilities:

- Manages subordinate professional and office staff upon assignment by Department Director.
- When assigned, carries out supervisory responsibilities in accordance with the City’s policies and applicable laws. Responsibilities include interviewing and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Education and/or Experience:

- A Bachelor’s Degree in Urban and Regional Planning or a closely related field, Master’s Degree and/or AICP preferred.
- Four (4) years progressively responsible experience in urban planning at the local government level, including participation in both comprehensive and current planning; supervisory experience desirable.
- An equivalent combination of education, training, and/or experience can be substituted for the minimum qualifications.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Broad knowledge of planning and practices; strong familiarity with physical planning practice.
- Ability to direct and participate in complex planning studies; ability to analyze information and formulate specific recommendations with deadlines.
- Knowledge of and ability to interpret laws, rules, and regulations.
- Ability to establish and maintain effective working relationships with management personnel, co-workers, outside agencies and the general public;
- Excellent interpersonal skills: ability to interact effectively in a wide variety of situations.
- Ability to coordinate the work of others and multiple projects at one time.
- A strong commitment of performance and customer service.
• High level of initiative: self-motivated.
• Good organizational time management skills.
• Basic working competence in use of computers in planning agency applications.

Special Requirements:
• Possession of a valid Florida Driver license.

Physical Demands:
The physical demands described here are representative of those that must be met by an employee to successfully meet the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
• Sufficient manual dexterity to allow the use of a keyboard and writing.
• Sufficient visual acuity to read and comprehend departmental reports and documents.
• Acceptable hearing (with or without hearing aid).
• Ability to meet job demands under emergency and/or strenuous and prolonged situations.
• Ability to communicate both orally and in writing.
• Ability to access, input, and retrieve information from a computer, and operate other office equipment.

Work Environment:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
• The noise level in the work environment is usually moderate.
• Works inside in an office environment with periodic outside site visits.