



Job Description

Planner II

Consultant

Employment Status: Contractual

FLSA Status: N/A

Experience Required: Minimum of two (2) years of experience in a related field.

Minimum Education Requirements: Bachelor's Degree in Urban Planning, Economic Development, Geography, or a related field or equivalent combination of education and experience.

Department: CRA

Direct Supervisor: Executive Director

Supervisory Responsibility: Direct (x); Indirect (x)

Primary Work Location: Works both indoors in an office environment and outdoors.

Certification: Valid State of Florida driver's license. AICP Certification preferred.

Job Summary: Responsible for assisting in all phases of planning operations and grant administration.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Coordinates and assist in the implementation of the Community Development Block Grant Program (CDBG).
- Assist in development of elements of the Town's Comprehensive Plan (i.e., transportation, land use, housing, infrastructure, capital improvements, conservation and natural resources).
- Assist in the maintenance and updates of various plans such as but not limited to the Land Development Code and the Community Redevelopment Area Plan.
- Prepare studies, reports, and other material for the various, boards/committees, and citizen groups.
- Assist in the preparation of transportation and economic development and redevelopment policies and strategies.
- Assist with the development and management of the Annual Community Redevelopment Area budget; including coordinating small and large-scale purchases and contracts and monitoring the operation and performance of projects and programs.
- Respond to public inquiries both orally and in writing concerning planning activities.
- Act as a liaison between community groups and government agencies in developing and implementing community redevelopment projects.
- Assist in the review and approval of proposed developments.
- Establish and maintain a comprehensive tracking system for all current and proposed grants and projects to ensure access, regulatory compliance and review. Prepare and complete reporting requirements for grants.
- Speak with citizens and local/prospective businesses regarding community redevelopment and Town opportunities and regulations.
- Perform a variety of research work relating to community redevelopment.



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- Attend public meetings of various boards, commissions, and committees; create and present reports on assigned projects and activities.
- Coordinate project and program activities with government regulatory or other government agencies.
- Coordinate with other government and non-profit agencies regarding regional and local redevelopment planning efforts.
- Assist citizens City-wide with all temporary business/special event inquiries; including the review and processing of all associated applications.
- Assists citizens in the scheduling of downtown overhead banner installation; includes coordination with citizens and other government agencies for review and processing.
- Attend professional development workshops and conferences to keep informed of trends and developments in the field of community redevelopment planning.
- Conduct field evaluations, surveys, and technical research to prepare studies and statistical reports and recommendations for redevelopment projects and programs.
- Assist with the implementation of the Community Rating System (CRS) program.
- Perform other job duties as assigned.

Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Planning principles and practices, including pertinent specialties.
- Principles and practices of research and data collection.
- Effective writing techniques.
- Statistical algebraic or geometric knowledge and ability to apply such knowledge in practical situations.
- Computer hardware and software programs, which may include Microsoft Office and internet applications.
- City's functions, policies, and procedures.

Skills

- Strong written and oral communications and relational skills.
- Public relations and customer service.
- Follow and relay complex oral and written instructions, policies and procedures.
- Operate a variety of office equipment, including computer terminal, printer, calculator, fax, typewriter, Dictaphone, and copier.

Abilities

- Solve problems by gathering relevant information to solve vaguely defined practical problems.
- Review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions.
- Work on several projects or issues simultaneously.
- Work independently on projects, reports, and research as needed.



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- Work effectively in a team environment to accomplish tasks and achieve common goals.

Physical Demands

The work is light work, which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The following physical abilities are required:

- Balancing: Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm
- Handling: Picking, holding, or otherwise working, primarily with the whole hand
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing: Particularly for sustained periods of time.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Talking 2: Shouting in order to be heard above ambient noise level.
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 2: Including color, depth perception, and field vision.
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
- Visual Acuity 4: Have visual acuity to operate motor vehicles and/or heavy equipment.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.



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**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Contract Employee Signature

Date

Executive Director Signature

Date

Human Resources

Date