

JOB SUMMARY

This is a professional planning position responsible for complex planning work in one or more areas of redevelopment, current planning, and comprehensive planning. The incumbent assists and works under the general direction of the Planning Director in the Planning Department. This position requires the Senior Planner to attend evening meetings and act as staff liaison to certain advisory bodies.

ESSENTIAL JOB FUNCTIONS (ILLUSTRATIVE ONLY)

Prepares and/or assists in preparing complex studies/reports relating to redevelopment, current planning or comprehensive planning issues/strategies. Conducts related research as needed.

Acts as functional project manager in one or more areas of redevelopment, current planning and comprehensive planning. Acts as functional project manager on one or more complex assignments as determined by the Planning Administrator.

Reviews public/private development proposals and makes recommendations to the Planning Administrator in accordance with City codes, ordinances, and adopted plans.

Assists in providing staff review/comments of site plans as necessary.

Assists in making public presentations to various boards, commissions, and the general public.

Attends various board, commission, and public body meetings on planning related issues. Acts as staff liaison to certain boards, commissions, or public bodies.

Conducts fieldwork as necessary related to redevelopment, current planning and comprehensive planning.

Performs related work as required.

KNOWLEDGE, ABILITIES, AND SKILLS:

- Knowledge of principles and practices of City zoning ordinances and regulations.
- Knowledge of principles and practices of City comprehensive planning and concurrency management systems.
- Knowledge of municipal finances and economics as applied to planning, particularly in redevelopment effort and/or capital improvement programming.
- Knowledge of statutory requirements for comprehensive plan amendments required.
- Ability to prepare and present planning reports and studies in both graphic and written form.
- Ability to present ideas clearly and cohesively in written, oral, and graphic form.

- Ability to establish and maintain effective working relationships with peer staff, supervision, outside agencies and the general public.
- Ability to work as a team member on a variety of tasks.
- Ability to participate and contribute to complex planning studies and analyses and formulate substantive recommendations.

EDUCATION & EXPERIENCE

Bachelor's degree in Urban Regional Planning, Landscape Architecture, Public Administration or a directly related field with four (4) years experience required or Master's Degree and two (2) years experience. Preference will be given to candidates with a Master's Degree Urban and Regional Planning and/or AICP certification. Municipal experience preferred in one or more areas of redevelopment, current planning, or comprehensive planning. Experience with Geographic Information System (GIS) and/or Adobe Creative products, and Form Based Codes is highly desired.

SPECIAL REQUIREMENTS

Must possess valid Florida Operator's license.

During occasions of local emergencies this position may be required to report to perform emergency tasks, which may result in extended work hours as well as extended periods of time away from family members. The Incident Commander and the employee's department Head will make the determination as to who will be required to work.

PHYSICAL REQUIREMENTS:

May be required to visit construction sites and enter semi-constructed buildings on occasion for planning purposes. This activity requires walking on uneven terrain, climbing stairs, bending, and stooping.

Agency

City of Titusville

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