

City of Lake Mary
Position Vacancy Announcement 21-10

POSITION TITLE: Senior Planner
FLSA STATUS: Exempt
SALARY: \$48,006.40 - \$74,900.80
DEPARTMENT: Community Development

Posted 02/24/21

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Urban and Regional Planning, Public Administration with major course work in Urban and Regional Planning, or related field with a minimum of three (3) years work experience in a planning related field. Master's Degree in Urban and Regional Planning or Public Administration preferred. A combination of training and experience may qualify an applicant for consideration. Must be proficient in Microsoft Office. Must have or be able to complete ICS 100 and 700 courses within six (6) months of hire.

AICP (American Institute of Certified Planners) preferred.

State of Florida Driver's License with an acceptable driving record.

Must possess or have the ability to obtain certification in ICS 100 and 700 within six (6) months of hiring.

Considerable knowledge of computers with emphasis on database management, spreadsheet manipulation and word processing. GIS and e-Permitting/digital plan review experience preferred.

Considerable knowledge of principles and practices as applied to the collection of planning data and in the preparation of comprehensive planning reports and studies.

Considerable knowledge of the principles and practices applied in planning activities of local governing authorities, State and Federal regulations pertaining to City and County planning issues.

Knowledge of State and Federal regulations relative to Planning.

Ability to communicate effectively both orally and in writing.

Must be able to read, write and communicate in English.

Ability to make field surveys and evaluations as it relates to development.

Ability to establish and maintain professional relationships with the general public, fellow employees and outside professional associates

POSITION FUNCTION:

This is complex professional and technical work requiring considerable independent judgment in performing and assisting in all functions related to Planning, Comprehensive Planning, Land Development Review, and Zoning functions. Work is performed under the administrative direction of the Planning & GIS Services Manager and is reviewed through results achieved.

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YOU MAY APPLY ON LINE AT WWW.LAKEMARYFL.COM. OR CONTACT (407) 585-1445.

The City of Lake Mary is an Equal Opportunity Employer in compliance with the laws prohibiting discrimination on the basis of race, color, gender, age, marital status, religion, national origin, disability, genetic information, veteran status or any other legally protected status.

The City will provide reasonable accommodations necessary to applicants with disabilities preventing them from completing a City application form. Please contact the Human Resources Manager immediately if you need a special accommodation.

The City of Lake Mary is a Drug-Free Workplace. Certain positions require pre-employment Drug Testing.

General Description:

This is complex professional and technical work requiring considerable independent judgment in performing and assisting in all functions related to Planning, Comprehensive Planning, Land Development Review, and Zoning functions. Work is performed under the administrative direction of the Planning & GIS Services Manager and is reviewed through results achieved.

Essential Job Functions:

Provides input in initiating and promulgating programs and procedures relative to concurrency, comprehensive, and current planning projects.

Provides assistance to the general public in interpreting complex planning procedures for compliance with City codes, regulations, and ordinances.

Researches and provides both private and commercial residents with explicit technical information of requirements involving planning, zoning, land use, and development approval processes.

Conducts a variety of studies and research projects relating to development review issues.

Provides complex professional planning and development services to attorneys, contractors, developers, realtors, engineers, architects, appraisers, property owners, etc.

Provides input in recommending the establishment, abolition and/or revision to ordinances, rules, regulations, capital improvement planning, current/long range planning, and/or other land development issues.

Prepares and presents both written and oral presentations and reports for various boards, other government officials, other communities, and various advisory boards.

Represents the City in various development review and pre-development meetings to provide information and guidance for community development goals, objectives, and initiatives.

Meets with the project professional consultants, applicants, and property owners.

Participates in preparation/administration of state/federal grants, interlocal agreements, land development regulations, and special studies as directed.

Compiles, maintains, and updates planning complex data for analysis, and analyzes planning data to identify trends/problems and determine appropriate actions.

Reviews, evaluates and approves/denies complex applications for development, e.g., structural development (building permits), change of land use, code and plan amendments/rezonings, conditional uses, variances, vegetation, wastewater, and zone boundary determinations.

Receives, reviews, and processes site development applications for sufficiency and compliance with Comprehensive Plan, Land Development Code, and Code of Ordinances.

Provides input in recommending the establishment, abolition and/or revision to ordinances, rules, regulations, capital improvement planning, current planning and long range planning, and/or other land development issues.

Coordinates and conducts development plan reviews, and assists with the review of current and long-range plans, and/or other department activities.

Coordinates various planning projects with other Departments and Divisions including outside agencies.

Performs various, complex studies.

Follows safe working practices and has a working knowledge of safety practices and procedures in accordance with the City's Safety Plan.

This position may serve an essential role in the City's disaster preparation and/or disaster recovery efforts, as may be designated by the City's Emergency Manager.

Represent the City on regional advisory boards such as MetroPlan, Sanford Airport Noise Abatement Committee, SunRail Technical Advisory Committee, and others as assigned.

Must be proficient in Microsoft Office.

Performs other related duties as required and other such work as may be assigned.

NOTE: THE LISTED DUTIES ARE ONLY ILLUSTRATIVE AND ARE NOT INTENDED TO DESCRIBE EVERY FUNCTION THAT MAY BE PERFORMED BY THIS JOB CLASS. THE OMISSION OF SPECIFIC STATEMENTS DOES NOT PRECLUDE MANAGEMENT FROM ASSIGNING SPECIFIC DUTIES NOT LISTED IF SUCH DUTIES ARE A LOGICAL ASSIGNMENT TO THE POSITION.

Minimum Qualifications

Knowledge, Abilities and Skills:

Considerable knowledge of computers with emphasis on database management, spreadsheet manipulation and word processing. GIS and e-Permitting/digital plan review experience preferred.

Considerable knowledge of principles and practices as applied to the collection of planning data and in the preparation of comprehensive planning reports and studies.

Considerable knowledge of the principles and practices applied in planning activities of local governing authorities, State and Federal regulations pertaining to City and County planning issues.

Knowledge of State and Federal regulations relative to Planning.

Ability to communicate effectively both orally and in writing.

Must be able to read, write and communicate in English.

Ability to make field surveys and evaluations as it relates to development.

Ability to establish and maintain professional relationships with the general public, fellow employees and outside professional associates

Education, Training and Experience:

Bachelor's Degree in Urban and Regional Planning, Public Administration with major course work in Urban and Regional Planning, or related field with a minimum of three (3) years work experience in a planning related field. Master's Degree in Urban and Regional Planning or Public Administration preferred. A combination of training and experience may qualify an applicant for consideration. Must be proficient in Microsoft Office. Must have or be able to complete ICS 100 and 700 courses within six (6) months of hire.

Licenses, Certifications or Registrations:

AICP (American Institute of Certified Planners) preferred.

State of Florida Driver's License with an acceptable driving record.

Essential Physical Skills:

Acceptable eyesight (with or without correction).

Acceptable hearing (with or without hearing aid).

Ability to access, input and retrieve information from a computer.

Ability to communicate both orally and in writing.

Reading

Writing

Walking

Standing

Constant Sitting

Light lifting and carrying (30 pounds and under).

Environmental Conditions:

Work inside in an office environment.

Works outside in various weather conditions.

Exposure to construction industry related job site hazards; including but not limited to heights, confined spaces, dusty and dirty environments.

The City of Lake Mary is an Equal Opportunity Employer and does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the Americans with Disabilities Act (ADA).