



Town of Juno Beach Job and Benefit Summary

Job Title: Planning Technician
Department: Planning & Zoning
Salary Range: \$48,208-\$72,303 (8am-5pm, M-F)

General Information: The Town has a current population of 3,869 and is contained within approximately 2.65 square miles with 43% being Environmentally Sensitive Land. Improved property ranges from commercial to residential including mobile home parks to multimillion-dollar condominiums and ocean front homes. The Town employs 34 full-time and 2 part-time employees.

Candidates: This is a full-time entry-level para-professional position working in the planning and zoning department, the department has 4 full-time and 1 part-time employees. The ideal candidate will meet the requirements outlined in the Position Description (available on our website).

Selection Process: The Town will have a committee to review applications and conduct interviews until a decision is made to hire the best fit candidate to be a part of the Juno Beach Team.

Applicants meeting the requirements must complete and submit a Town application; attend oral interview(s) as requested; pass other tests as required; pass background investigation.

Benefits: Medical, Dental, Life, Long-term and Short-term Disability Insurance
Twelve (12) paid holidays.
Paid Personal Leave Time
8% Defined Contribution Pension Plan / 2% Mandatory EE Contribution

Application Deadline: December 6, 2023

To Apply: Complete and submit the **Employment Application** found on the Town of Juno Beach website, www.juno-beach.fl.us. Send the completed application to finance@juno-beach.fl.us or:

Human Resources
Planning Technician Position
Town of Juno Beach
340 Ocean Drive
Juno Beach, Florida 33408

Other:
Equal Opportunity Employer
Drug Free and Tobacco Free Workplace
Veterans' Preference

Town of Juno Beach Planning Technician Position Description

DEPARTMENT: Planning & Zoning
SUPERVISION EXERCISED: None

FLSA STATUS: Non-Exempt
BARGAINING UNIT: None

JOB SUMMARY:

Performs a variety of entry-level para-professional work in plans review, zoning administration, building permitting, code compliance and other related work in the planning and zoning department. Works closely with the public, boards, and coworkers to provide information and customer service. Works under the direction of the Planning & Zoning Director.

ESSENTIAL JOB FUNCTIONS:

The following list of essential job functions is not exclusive or all-inclusive. Other duties may be required and assigned.

- Provides technical assistance and information to staff and the public regarding the Town's code of ordinances.
- Reviews building plans and zoning permit applications to assure compliance with applicable Town, State and Federal laws.
- Prepares narrative staff reports and recommendations of limited complexity.
- Researches and compiles information on a variety of planning issues from multiple sources.
- Assists with the preparation and distribution of public notices.
- Prepares maps, charts, tables of limited complexity.
- Investigates violations of planning regulations and ordinances, including site visits.
- Attends public meetings, assisting other planning & zoning staff and other department staff as appropriate.
- Develops and maintains automated tracking systems, hard copy files and records.
- Performs routine office tasks in designated program areas, including data entry, file management, copying and answering telephone.
- Performs other duties as required and directed.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of planning and zoning principles and practices, including pertinent specialties
- Knowledge of principles and practices of research and data collection
- Knowledge of effective writing techniques.
- Statistical, algebraic, or geometric knowledge and ability to apply such knowledge in practical situations.
- Knowledge of computer hardware and software programs, which may include Microsoft Office, Internet applications, GIS and building permitting and code compliance.
- Oral communication and interpersonal skills to explain rules and procedures clearly to the public.
- Problem-solving skills to gather relevant information to solve vaguely defined practical problems.
- Skilled in drafting and design interpretation; and in the operation of related tools and equipment.
- Ability to review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions.
- Ability to work on several projects or issues simultaneously.
- Ability to work independently or in a team environment.

Town of Juno Beach
Planning Technician
Position Description

DEPARTMENT: Planning & Zoning
SUPERVISION EXERCISED: None

FLSA STATUS: Non-Exempt
BARGAINING UNIT: None

QUALIFICATION, TRAINING, AND EXPERIENCE:

Position requires the completion of an associate degree in urban planning, architecture, construction management, or related field. Two years of experience in plans review, zoning administration, building code compliance, permit issuance or related experience is also required. A bachelor's degree, in the above related fields, is preferred and may substitute for two years of experience. Valid State of Florida Driver's License, or ability to obtain one.

PHYSICAL DEMANDS AND WORK ENVIRONMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics are those encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers, various pieces of office equipment and planning and zoning related equipment.

While performing the duties of this job, the employee is frequently required to talk or hear; sit; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stand or walk.

The employee must occasionally lift and/or move more than 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions or airborne particles.

The noise level in the work environment is usually quiet in the office, and moderate in the field.