
PRINCIPAL PLANNER

DEPARTMENT: Planning & Zoning

FLSA STATUS: Exempt

JOB SUMMARY:

Performs a variety of routine & complex technical and professional work in the current and long range planning and zoning programs of the Town 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 support to the Director in the development of short and long range plans; gathers, interprets and prepares data for studies, reports and recommendations; participates in associated activities with other departments and agencies as needed.
- Provides professional zoning, planning and land use advice to supervisors and other officials; makes private and public presentations to administration, supervisors, boards, council, civic groups and general public.
- Assists the Director with updates and amendments to the Town's Comprehensive Zoning Ordinance, Comprehensive Plan, Subdivision Regulations and Code of Ordinances as applied to planning & zoning.
- Prepares a variety of studies, reports and related information for decision-making purposes.
- Assists the Director with the development and implementation of growth management, land use, economic development, utility, housing, transportation, park and open space, facilities, solid waste or other plans and codes to meet the Town's needs and inter-governmental issues.
- Reviews land use proposals for conformity to established plans and ordinances; evaluates proposals' development impact as they relate to the adopted plans of the town and prepares data and analysis for recommendations; reviews land use proposals to ensure compliance with applicable Town, State, or Federal laws. Prepares recommendations for approval of shoreline development permits, sign permits, subdivision plats, boundary line adjustments, and minor land development proposals within scope of authority and responsibility as directed.
- Maintains accurate/complete records of department activities/records relating to licenses, permits, maps, blueprints, overlay, and sketches pertinent to planning and development programs/projects.
- Provides staff support to the Director for Planning/Zoning Board and other appointed Boards as needed and assigned.
- Assists with environmental information acquisition for recommendations of mitigation to reduce adverse impacts of development.
- Serves, when appointed by the Director, as member of a planning task force composed of Town, County or State groups.
- Prepares, or assists with the preparation and writing of grant application components relating to geographic information, maps, plats, site plans, etc. and develops/assists with the maintenance of a database for planning purposes.
- Maintains and updates the Town's GIS technical database.

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- Responds to local citizens inquiring about town planning and zoning regulations and ordinances.
- Assists town staff in the enforcement of local ordinances and interpreting town codes/master plans.
- Performs other duties as required and directed.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Working knowledge of zoning laws and comprehensive plans including their formation, process of adoption and enforcement.
- Working knowledge of planning programs and processes and GIS databases.
- Working knowledge of computers and geographical applications.
- Skilled in drafting and design interpretation; and in the operation of the listed tools and equipment.
- Ability to communicate effectively orally and in writing with architects, contractors, developers, owners, supervisors, and the public.
- Ability to establish effective working relationships with superiors, subordinates, and the public.

QUALIFICATION, TRAINING AND EXPERIENCE:

Graduation from an accredited four-year college or university with a degree in urban/town planning or closely related discipline, and four (4) years' experience in municipal planning; or any equivalent in combination of education and experience, with additional education substituting on a year for year basis for the required 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 accommodations 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 and various pieces of office 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.