

Marion County Board of County Commissioners

POSITION DESCRIPTION



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

PLANNER I/II/III

Department: Growth Services
Pay Grade: 110/ 112 / 114
FLSA Status: Exempt
Job Class: 2028
Risk Code: 8810

JOB SUMMARY

Under the direction of the Deputy Director, the Planner positions are intended to provide professional planning work with varying levels of difficulty. Planners are expected to possess in depth knowledge within one or more specialties such as economic development, parks and recreation, comprehensive planning, or environmental planning.

ESSENTIAL JOB FUNCTIONS

Planner I:

The planner I position is an entry-level position within professional planning. It involves professional-level duties and judgment, and fewer routine administrative tasks. This position level receives considerable immediate supervision from senior planners

- Assists in the research and prepares support documentation for revisions to the Comprehensive Plan.
- Collects, organizes, and maintains various forms of data, including but not limited to, social, economic, land use, housing, demographics, and various other infrastructure data to for technical studies and reports.
- Assists in conducting special studies, research, and site evaluations in areas of assignment according to expertise as assigned, e.g., water resources, parks.
- Attends evening and weekend meetings and may make public presentations before various Commissions and Boards.
- Assists with the preparation of various large- and small-scale comprehensive plan amendments, zoning applications, special use permit applications, and existing land use and subdivision surveys according to state and local requirements.
- Conducts on-site evaluations of areas proposed for development.
- Prepares standard zoning changes and variance reports.
- Reviews site plans, amendments, plats and replats, waiver requests, and annexations.
- Trains in geospatial analysis and GIS application.

- Assists in preparation of state grants, inter-local agreements, housing programs, land development regulations, staff work program studies, sector planning studies, statistical studies, and program applications, as well as analysis of RFP interviews.
- Assists the planning staff in answering questions from the general public regarding planning activities. Assists Boards, Commissions, and committees as required.
- Works jointly with the Planner II and Senior Planners in conducting research and formulating recommendations on various development applications and comprehensive plan amendments.
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

Planner II:

The Planner II requires professional planning work of moderate difficulty. It is characterized by increasingly specialized knowledge of the planning field and a more elevated level of required duties and responsibilities compared to the Planner I. The Planner II is expected to possess in-depth knowledge within one or more specialties such as economic development, parks and recreation, comprehensive planning, or environmental planning. Although Senior Planners and Senior Management may closely review the work of the Planner II, planners at this level receive somewhat less immediate supervision when compared to the Planner I. In addition to the Planner I job responsibilities, the planner II:

- Researches and prepares support documentation for revisions to the Comprehensive Plan.
- Conducts special studies, research, and site evaluations in areas of assignment according to expertise as assigned, e.g., water resources, parks.
- Prepares standard small-scale comprehensive plan amendments and special use permits.
- Assists with the preparation of complex zoning changes, and land use amendments.
- Assists in geospatial analysis and GIS application.
- Answers questions from the general public regarding planning activities. Assists Boards, Commissions, and committees as required.
- Works independently in conducting research and formulating recommendations on various development applications and comprehensive plan amendments.
- Mentors zoning technicians in Comprehensive Plan and Land Use.

Senior Planner:

The Senior Planner requires advanced professional planning experience of high complexity and variety. Some functions are similar to those of the Planner II, though the Senior Planner often leads or is significantly involved with larger, more complex planning assignments. Planners at this level exercise greater independence and judgement, receiving supervision from senior

management. The Senior Planner may supervise the Planner I and Planner II and may assist the Zoning Supervisor in coordinating with Zoning Technicians. In addition to the Planner I and Planner II job responsibilities, the Senior Planner will:

- Performs advanced professional work related to a variety of planning assignments.
- Reviews and processes complex comprehensive plan amendments, rezoning applications, special use permit applications and amendments, site plans and amendments, plats and replats, waiver requests, and annexations.
- Reviews and coordinates development plans for compliance with County policies and regulations and impacts related to new development.
- Participates in preparation of state grants, inter-local agreements, housing programs, land development regulations, staff work program studies, sector planning studies, statistical studies, and program applications, as well as analysis of RFQ/RFP processes.
- Performs various technical tasks pertaining to the development and updating of the Comprehensive Plan.
- Performs independent work in the development of recommendations regarding the preparation of land development regulations.
- Assists with interpretation and makes recommendations regarding land use policies.
- Coordinates and serves on various project teams.
- Reviews development proposals for conformity with principles of planning and land use practices and for compliance with development regulations.
- Develops project budgets, administers bidding process, and verifies contract expenditures and compliance.
- Compiles applicable GIS data, inventory, and tracking of the county's resources.
- Responds to inquiries from members of the general public regarding planning activities.
- Conducts training classes for professionals and citizens regarding County policies and procedures as related to the County's planning functions.

SUPERVISION

Planner I & II: This position has no supervisory responsibilities.

Senior Planner: This position occasionally functions as a lead worker for a small group of employees (one to five) in the absence of a designated lead position. May review the work product of others. Provides guidance, advice, and assistance to others on work assignments. Provides work direction.

QUALIFICATIONS

Requirements	Planner I	Planner II	Senior Planner
Licenses	Valid Florida DL	Valid Florida DL	Valid Florida DL
Education	HS Diploma/GED	Bachelor’s Degree in Planning, Public Administration, Architecture, Landscape Architecture, Urban Design, or related field or equivalent.	Master’s Degree in Planning, Public Administration, Architecture, Landscape Architecture, Urban Design, or related field or equivalent.
Experience	Six (6) years’ experience in Zoning or One (1) years’ experience in professional planning; or an equivalent combination of education and experience.	Two (2) years’ experience in professional planning; or an equivalent combination of education and experience.	Three (3) years’ experience in professional planning; or an equivalent combination of education and experience. *AICP preferred, shall maintain required continuing education requirements.
Pay Grade	110	112	114

**Qualified planners with AICP certification will receive an add-on of two additional dollars (\$2.00) per hour compensation.*

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents, and current legislative issues.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to write speeches and articles for publication that conform to prescribed style and format.
- Ability to make effective presentations on controversial or complex topics to top management, public groups, and/or boards.
- Knowledge of the principles and practices of comprehensive planning according to federal, state, and local regulatory requirements applicable to current and long-range planning.
- Knowledge of computers, including word processors and spreadsheet applications.
- Skills in organization and task prioritization.
- Ability to read maps with intricate markings, land use surveys, and judge distance.
- Ability to interpret legal descriptions, maps, aerial photography, remote sensing data, and site plans.
- Ability to read and interpret technical written and graphically presented material; includes ability to read text, identify themes, make inferences, and draw conclusions which accurately reflect the material.
- Ability to analyze various kinds of data and other research information.
- Ability to contribute to the development of an on-going planning program to promote efficiency within local government.
- Ability to effectively plan, organize, supervise, and carry out research projects.

- Ability to research legislation and determine the effects upon the on-going planning program.
- Ability to supervise a small group of professional, technical, and clerical personnel.
- Ability to establish and maintain effective working relationships with associates, subordinates, government officials, representatives of other agencies and the general public.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.
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PHYSICAL DEMANDS

The work is sedentary work which requires exerting up to 50 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. While performing the duties of this job, the employee will regularly be required to stand, walk, taste or smell; frequently required to stoop, kneel, and

crouch or crawl; occasionally required to sit, use hand to finger, handle or feel, reach with hands and arms, and talk or hear.

WORK ENVIRONMENT

Work is performed primarily in an indoor environment with limited exposure to adverse environmental conditions. While performing the duties of this job, the employee will occasionally be required to be exposed to outdoor weather conditions.

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.