



Planner

Category: Classified/Excluded
Pay Grade: C23
Job Code: 06150

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.

JOB SUMMARY

This is professional level work carrying out planning projects and conducting independent studies in urban planning and related areas. An employee in this class may assist in planning and delineating difficult and complex studies of planning data and development trends designed to facilitate reports and presentations necessary to the organization, development and continuing review of the planning program. Work requires the exercise of some independence in the performance of complex studies and projects, and limited supervision may be exercised over subordinate technical personnel and aides engaged in the preparation of detailed graphic and/or written presentations.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Conducts research and prepares studies relating to such items as land use, zoning, economic base, transportation systems, utility systems, community facilities, population, housing, conservation and/or neighborhood revitalization;
- Prepares preliminary drafts and edits materials related to the planning area of assignment;
- Assists in conducting various field studies and surveys related to the county planning program and assists in making presentations to various public and private groups or organizations;
- Assists superiors in administrative duties related to preparation and presentation of planning data in graphic and/or written form for use by county authorities and the public;
- Analyzes program progress and provides updates to department management;
- Ensures that agencies are complying with contracted agreements set between County and agencies;
- May direct technical support personnel on planning projects;
- Assists with calls regarding zoning and board of adjustment issues from the case line and forwards customers where they need to be referred to;
- May perform data processing related duties including using available statistical packages or programs, encoding data, data entry and retrieval, and routine computer terminal operations and programming/reprogramming;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Bachelor's degree with major course work in urban planning, public administration, government, law, engineering, design, economics, social science, geography, statistics or related field plus two (2) years of professional experience as described; or an equivalent combination of education, training and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of the principles, practices and methods of public planning;
- Knowledge of the principles and practices of civil engineering and architecture as applied to public planning;
- Knowledge of economics, municipal finance and sociology as applied to public planning;
- Knowledge of modern office procedures, practices, and appliances;
- Ability to present ideas and findings clearly and concisely in written, oral or graphic form;
- Ability to supervise and participate in complex planning studies or elements thereof, and to analyze information and formulate substantive recommendations based upon such studies.

PHYSICAL/MENTAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Hearing: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Visual acuity: Have close visual acuity such as color differentiation, depth perception, and adequate field vision.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is typically performed in a dynamic environment that requires sensitivity to changing goals, priorities, and needs.