



## **Program Planner**

**Category:** Classified/Excluded  
**Pay Grade:** C27  
**Job Code:** 06152

*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**

An incumbent in this class executes professional planning assignments and with limited supervision conducts land use, transportation and other planning studies or analyses. Prepares and delivers concise written and oral reports; reviews land use regulations, transportation policies and makes recommendations; conducts or leads field surveys and investigations; provides technical support or serves as a technical expert to task forces and/or advisory committees. Responsibilities also include answering inquiries and assisting the public in matters relating to land use, transportation, zoning, economic base, utility systems, community facilities, population, housing, conservation and/or neighborhood revitalization; and may represent the agency or department at the local, regional and State level on special projects or assignments as well as serve as a project leader for complex land use, transportation and other planning related studies and projects.

### **ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)**

- Conducts research and prepares studies on land uses, zoning, economic base, transportation systems, utility systems, community facilities, population, housing, conservation and/or neighborhood revitalization;
- Develops future land use, transportation and community facility plans;
- Meets with property owners and developers regarding land use and zoning related matters;
- Reviews land use and zoning related applications;
- Reviews site plans for development;
- Prepares or assists in the preparation of zoning and subdivision regulations;
- Conducts or assists in conducting studies related to community renewal programs;
- Prepares and delivers presentations to various public and private organizations and disseminates planning information to the public;
- Prepares correspondence pertaining to the planning program;
- May direct subordinate professional and technical personnel assisting on projects or studies;
- 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 duties as assigned

### **QUALIFICATIONS**

#### **Education and Experience:**

Bachelor's degree with major course work in urban planning, government, law engineering, design, economics, social science, geography, statistics or a related field plus three (3) years professional experience ; or Master's degree with major course work in urban planning, government, law engineering, design, economics, social science, geography, statistics or a related field plus one (1) year of professional experience in work 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 planning principles and practices;
- Knowledge of statistics and quantitative methods of collecting and analyzing, and reporting relevant information;
- Ability to document assignments with text, tables, and graphics; with a special emphasis on writing abilities;
- Ability to function as a member of an assigned team all working on the same program or project;
- Ability to organize and carry out studies or projects;
- Ability to make oral presentations.

**PHYSICAL/MENTAL DEMANDS**

This work 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**

Incumbent regularly make decisions that could lead to major community or organizational consequences if there is a failure to make the appropriate decision at the time.