

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: Planner

DEPARTMENT: Planning Services

DIVISION: Development Services

GENERAL DESCRIPTION:

Responsible professional and technical position involving direct participation in the preparation of planning studies and reports, and preparation and implementation of growth management measures relative to transportation systems, land use, population, utility systems, community facilities, housing, recreation, environment, and other community concerns. Considerable knowledge and judgment in project-specific technical planning matters are exercised.

ESSENTIAL JOB FUNCTIONS:

1. Conducts research and prepares statistical reports relative to land use planning for various plans, projects and programs.
2. Prepares and/or reviews a variety of regulatory ordinances, reports, maps, charts, graphs and other media related to county planning activities.
3. Reviews, analyzes and obtains proper interpretation, where necessary, of the laws, rules and regulations affecting planning functions.
4. Prepares or amends comprehensive planning elements and land development codes based on data analysis and applicable law.
5. Reviews and processes comprehensive plan amendments and complex land use applications.
6. Confers with planning and building staff members, as well as other government agencies, private citizens and other professionals in development matters.
7. Preparation of land use controls, regulations and ordinances that conform with the county's comprehensive plan and in the interpretation and implementation of such controls to effect development consistency with the comprehensive plan.
8. Coordinates county plans and programs with other intra-county departments/divisions and with other counties, cities, and regulatory agencies
9. Provides public information for the preparation and promotion of county economic and physical development plans and programs.
10. Works with other staff members and County and State agencies, boards and committees in coordinating and implementing planning activities.
11. Presents recommendations on land use and zoning issues to the Zoning & Adjustment Board and Board of County Commissioners.
12. Manages and implements contracts with outside consultants and contractors utilized to support Development Services.
13. Regular attendance.

[These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.]

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the principles, practices and techniques of land use development and public planning.
- Knowledge of laws and regulations relating to planning and land use and specific knowledge of laws and regulations relating to work program areas.
- Knowledge of statistics, graphs, and basic research methods employed in compiling, assimilating, evaluating, and presenting planning data.
- Ability to write high technical and legal documents clearly and succinctly.
- Skill in the operation of computers, including geographic information systems, and other office machines
- Ability to research, investigate, experiment, detect, inspect and verify complex data and situations, then recognize, analyze and recommend planning solutions to growth management problems.
- Ability to plan, prioritize and organize work assigned in the most effective and cost efficient manner and meet firm deadlines.
- Ability to work independently or in cooperation with others.
- Ability to establish and maintain an effective working relationship with the general public, public officials, fellow employees and others.
- Ability to communicate clearly and succinctly, both orally and in writing, information, ideas, and recommendations.
- Ability to develop land use regulations and perform creative writing tasks.
- Ability to exercise initiative and independent judgment, interpret applicable regulations, and to work with minimum supervision to accomplish assigned duties.
- Ability to read and interpret land, aerial and related planning maps and other documents.
- Ability to manage multiple deadlines.

EDUCATION AND EXPERIENCE:

- Bachelor's degree from an accredited four (4) year college or university in planning or other related fields such as public administration, political science, economics, social science, environmental sciences/studies, geography or statistics, with course work in land use or urban planning
- Four (4) years of local government or private sector land use/urban planning experience, including use of geographic information systems.

[A comparable amount of training and experience may be substituted for the minimum qualifications.]

LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

- Valid Florida Driver's License and a driving record acceptable to insurance provider.
- Certification by American Institute of Certified Planners preferred.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable vision (with or without correction).
- Acceptable hearing (with or without correction).
- Ability to communicate using speech, hearing, and vision skills.
- Ability to work under stress with time constraints.
- Ability to operate a personal computer.

ENVIRONMENTAL CONDITIONS:

- Primarily works inside an office environment with intermittent and out of doors.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

Planner

FLSA Exempt Status

Employee Statement

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the Board of Sumter County Commissioners.

Signature

Date