

Senior Planner

POSITION DESCRIPTION

DEPARTMENT: Development Department
REPORTS TO: Development Director
CLASSIFICATION STATUS: Full Time, Non-Exempt
SALARY: \$48,672 - \$67,724 DOQ



MAJOR FUNCTION:

Under general supervision, responsible for a variety of tasks associated with professional level planning work in conducting independent studies, completing planning projects, and regulating the growth and development of the City in accordance with the Comprehensive Plan and other statutes, ordinances, and regulations related to land use and community development. The Senior Planner position requires analytical thinking and problem-solving, team-oriented participation, excellent public relations, interpersonal and written/verbal communication skills, good public presentation and customer service skills. This is a highly visible position that requires exceptional customer service skills to promote the City as a customer-friendly environment. Candidates must have knowledge of Word, Office, Excel and PowerPoint. Experience in GIS, Photoshop and Publisher is preferred. Position requires specialized knowledge of departmental operations and is characterized by complex and varied duties which may involve different and unrelated processes and methods requiring varied knowledge and abilities and/or a broad range of skills.

ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the major tasks performed within this classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such duties are a logical assignment to the position. Specific tasks on a day-to-day basis will reflect the overall areas of expertise for this position.

- Compiles information and prepares staff reports, ordinances, resolution, agreements, and other documents essential to the processing of agenda items for the department.
- Amends the Land Development Code and Code of Ordinances with modern development standards and processes.
- Receives site plan submittals to ensure completeness, accuracy and distribute to appropriate City disciplines.
- Serves as Staff Liaison to the Development Review Committee, Land Development Review Board and Historic Preservation Board.
- Maintains database files and reports regarding development activities and findings on all active projects.
- Assists with neighborhood meetings as needed.
- Testifies in court as necessary.
- Conducts pre-development meeting with architects, engineers and contractors to explain code and local regulations.
- Reviews building permits and business tax receipts for conformance to the applicable zoning ordinances.
- Assists with the inspection of all new construction and/or redevelopment for conformance to applicable zoning, landscaping and signage regulations and historic design guidelines
- Interacts and communicates with a variety of groups and individuals including Development, Code Enforcement, Fire, Billing & Collection, City department heads and the public.
- Assists in all aspects of the development review process.

- Retrieves permit information from the computer; verify legal data including owners, tax records, and other data needed to issue permits.
- Provides limited supervision of Department's Planners.
- Assists with special projects as assigned.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Knowledge, Skills, and Abilities:

- Thorough working knowledge of the principles, practices and techniques of land use, zoning and concurrency management.
- Knowledge of Florida growth management laws and requirements
- Knowledge of a relevant specialization such as transportation, land use, or affordable housing, as desired
- Experience in historic preservation, urban design and landscape design
- Experience in land development code amendments and site plan review
- Proficient writing skills
- Strong project management, time management and problem-solving skills
- Knowledge of principles and practices of research and data collection
- Statistical, algebraic, or geometric knowledge and ability to apply such knowledge in practical situations
- Knowledge of computer hardware and software programs, including Microsoft Office, Internet applications, and GIS/Arc Info and use of modern business equipment.
- Ability to communicate clearly and concisely, orally and in writing and deal with a variety of people in different situations courteously, tactfully and efficiently.
- Knowledge of accepted office procedures and etiquette.

TRAINING, CERTIFICATIONS, AND EXPERIENCE:

Bachelor's Degree from an accredited institution in city and regional planning and five years of progressively responsible local government planning experience.

SPECIAL REQUIREMENTS:

Must have a valid Florida drivers' license. Ability to operate a motor vehicle. Every New Port Richey employee is required to fill out a Disaster Response Survey and is subject to being required to report to work during a declared disaster.

PHYSICAL DEMANDS:

Physical Ability:

Requires sedentary work that involves walking or standing some of the time and routine keyboard operations. The job risks exposure to no significant environmental hazards. The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception. Ability to stand and sit for periods longer than 30 minutes but not to exceed four hours consecutively. Ability to climb stairs and ladders occasionally. Ability to lift boxes not exceeding 25 pounds occasionally.

Sensory Requirements:

Ability to hear, speak and understand conversation in English in various tones of voice, as well as accents or rapidly spoken in order to be able to do job. Ability to see, read, and comprehends letters, numbers, words, characters or symbols, which are both large and small. Ability to print and draw letters, numbers, words, characters and symbols which are legible and understood by others. Ability to learn complex tasks and remember how to complete tasks without assistance once trained.

WORK ENVIRONMENT:

Ability to deal with stress related to routine deadlines and occupational problems, which demand immediate attention. Necessity to multi-task successfully. Ability to accept decisions made by others that may be in opposition of own views. Ability to deal with customers, both internal and external, in a tactful manner.

The City of New Port Richey is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of New Port Richey provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

The employee's signature below attests that the employee has read and understands this job description, believes they possess the minimum qualifications and are capable and willing of performing all essential functions.

Human Resources Approval

Employee Signature

City Manager Approval

City of New Port Richey
December 2018