

	<h2 style="margin: 0;">CITY OF MINNEOLA</h2> <p style="margin: 0;">Mailing Address: P.O. Box 678 Minneola, FL 34755 Phone (352) 394-3598</p> <p style="margin: 0;">Physical Address: 800 North U.S. Highway 27 Minneola, FL 34715 Fax (352) 394-0051</p>		
Job Title:	City Planner	Pay Grade	129
<p>General Description: Perform functions involving all aspects of municipal planning including land use, zoning, current and long-range planning, and special projects. Duties and responsibilities include interpreting, enforcement, and updating of zoning ordinances; providing information to the public; conducting site inspections; performing research functions; reviewing documentation for compliance with ordinances; supervises subordinates; and related clerical functions.</p>			
<p>Responsibilities:</p> <ul style="list-style-type: none"> • Cooperates with other affected departments and agencies in long range planning activities. • Plans, supervises, and reviews surveys and reports on demographic data relating to long range planning. • Assists in representing the City before civic and governmental agencies in explaining policies and programs. • Provides technical advice to the various City departments. • Prepares staff reports and assists in making major representations concerning planning and related matters before the Planning Commission, Design Review Committee, Magistrate, Community Redevelopment Agency, and City Council. • Meets with interested groups, developers, and citizens to present information related to planning studies, explain land use regulations, and the plan review process. • Reports to the City Manager on the status of particular projects, planning activities, and economic development. • Conducts site inspections for conformance with City codes. • Reviews drawings, site plans, applications, and related documentation for compliance with ordinances. • Administers the sign ordinance, to include meeting with applicants, reviewing proposals, issuing permits, processing fees, inventorying illegal signs, and making proposals on ordinance amendments. • Assists with interpreting regulations (e.g., zoning ordinances, subdivision regulations, municipal codes, state statutes, and federal acts). • Assists with code enforcement activities, to include preparing letters, initiating phone calls, or performing field research. • Coordinates the dissemination of information on street addresses to public utilities, city staff, and the public at large. • Coordinates activities with the building department, code enforcement department, and public works. • Provides technical, drafting, and design assistance as requested. • Assists in implementation an operation of the City’s Geographic Information System (G.I.S.) and other equipment. • Performs various research duties; tracks development and demographic information; completes statistical trend studies; prepares projections. • Serves as the City’s floodplain administrator. • Interprets flood maps and makes formal flood zone determinations. • Issues zoning clearances, permits, reviews site plans, holds and returns bonds. • Prepares preliminary documentation to update regulations. • Prepares and generates correspondence, letters, memoranda, forms, reports, charts, graphs, and other documents. • Answers the telephone; provides information; takes and relays messages and directs calls to appropriate personnel; returns calls as necessary; initiates problem resolution. 			

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- Responds to routine requests for information from employees, department heads, commissioners, and other individuals and groups.
- Greets visitors, ascertains nature of business, assists and directs visitors to the appropriate person.
- Collect and compile information relative to planning assignments such as land use, community and economic development, growth management, and housing.
- Review and evaluate plans and proposals prepared by outside agencies and develop recommendations with regard to relevance of municipal needs and plans.
- Confer with local authorities, and planning and development specialist to provide technical assistance and advice and recommend arrangements of land and physical facilities for residential, commercial, industrial and community uses.
- Develop plans, documenting existing conditions, needs, goals, objectives, policies, work programs, implementation strategies, and budgets; revises plans to address changing conditions and needs and to facilitate plan implementation.
- Provide information and assistance to the general public regarding planning codes, commission procedures, and general office policies and procedures.
- Conduct field survey to take photographs and gather information for site plan; prepare pictorial and graphic presentation to be used for planning purposes.
- Participates in meetings and public hearings to discuss plans and represents the department’s recommendations.
- May required to work after hours, weekends, and holidays; must attend relevant public hearings, and other meetings as requested.
- May be required to work extended hours, especially during emergencies and natural disasters.
- Performs other duties as assigned.
- 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.

Job Location:	Minneola City Hall	Job Role	City Planner
Exempt Status	Yes	Department	Planning and Zoning
Employment Status:	Full-Time	Reports To:	City Manager
Manages Others	Yes		

- Knowledge, Skills, and Abilities:**
- Knowledge of the principles, methods and practices of planning; federal, state, and municipal legislation impacting municipal government planning efforts; research techniques and sources of information, current literature, and recent developments regarding planning.
 - Must be able to organize and analyze information and perform planning research; analyze policy and technical issues and to exercise sound judgment in decision making; establish and maintain effective working relationships with municipal officials, developers and the general public.
 - Ability to use Esri ArcG.I.S. or some type of mapping software preferred.
 - Effective oral and written communication skills.
 - Ability to assess and evaluate situations effectively.
 - Ability to identify critical issues quickly and accurately.
 - Ability to access file cabinets for filing and retrieval of data.
 - Ability to follow directions both orally and written; communicate with fellow employees, supervisors, and customers of the City.
 - Thorough knowledge of the philosophies, principles, and techniques of city planning, various ordinances, codes, and regulations pertaining to planning, zoning, and subdivision.

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- Ability to establish and maintain effective working relationships with associates, subordinates, municipal officials, community groups, and other professionals and representatives, and the general public.
- Ability to deal tactfully and effectively with employees, other governmental entities, vendors, and the general public in person, by telephone, and in writing.
- Ability to use a computer, printer, copier, scanner, and facsimile machine.
- Experience with Microsoft Office Professional, including Excel, Word, and Outlook.
- Experience with municipal software suites preferred but not required.
- Ability to maintain records accurately.
- Strong organizational and attention to detail skills.
- Integrity, honesty, and being able to retain confidential material.
- Ability to communicate orally and in writing at a level appropriate with the position.
- Ability to establish positive working relationships with others.

Minimum Requirements:

Bachelor’s Degree in Community Planning and Development, Urban Planning, Landscape Architecture, Public Administration, Business Administration, or closely related field from a regionally accredited college or university; five (5) years of planning experience in a municipal planning office, urban planning, and growth management; any combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Certification from the American Institute of Certified Planners (A.I.C.P.) required.

Physical Requirements:

Acceptable eyesight (with or without correction). Acceptable eyesight includes, but not limited to depth perception, close, distance, peripheral, color vision, and the ability to adjust focus.
 Acceptable hearing (with or without hearing aid).
 Acceptable dexterity in fingers and hands
 Ability to access, input, and retrieve information and data from a computer
 Ability to stand for brief periods of time; ability to walk short distances; ability to sit for extended periods of time
 Ability to twist, reach, bend, stoop, lift, and climb stairs.
 Must be able to push, pull, lift, and carry fifty (50) pounds.

Environmental Conditions:	Works mostly inside in an office environment and sits for extended periods of time. May be exposed to humidity, dust, pollen, noise, and other adverse environmental conditions.	Education/ Certifications	<ul style="list-style-type: none"> • Bachelor’s Degree • Certification from the American Institute of Certified Planners (A.I.C.P.) required • Esri ArcGIS preferred
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Note: This job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job. (Reasonable accommodations will be made in accordance with existing A.D.A. requirements for otherwise qualified individuals with disabilities).

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Employee Signature

Date

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