

City of DeFuniak Springs

71 US Highway 90 West
Post Office Box 685
DeFuniak Springs, FL 32435



Phone: 850-892-8500
Fax: 850-892-8506
TDD: 850-892-8504

JOB NOTICE PLANNING COORDINATOR – PLANNING DEPARTMENT

Post Date: May 15, 2019

Close Date: May 31, 2019

FLSA Status: Non-Exempt

Starting Pay Range: 14.46 -18.16 DOQ

Job Summary:

This position is professional/technical and involves work assignments in long range planning, comprehensive planning and/or current planning, specializing in land use development.

Essential Job Functions:

- Meets with developers, citizens and other entities related to planning matters as assigned.
- Accepts planning-related applications, conducts a completeness checks, processes applications, reviews plans, maintains case files, and updates file database. Attends pre-development meetings to provide information and advise interested individuals of the land development code requirements for the proposed project as assigned.
- Coordinates with various departments and outside agencies to ensure appropriate approvals have been granted and compliance is achieved.
- Performs site inspections to ensure compliance with approved plans.
- Utilizes the computerized Geographic Information System (ArcView software) to generate and analyze existing and future land use, zoning, population demographics, and development maps for use by City departments and members of the general public.
- Conducts special studies, research and site evaluations for subdivisions, rezoning requests, conditional use permits, variances, right-of-way abandonments and other areas as assigned.
- Creates agendas, conducts research, writes staff reports, create meeting packets, and makes presentations to community groups, Planning Board, City Council, and other boards and committees, as assigned.
- Attends and presents at staff meetings and attends public meetings as assigned.
- Assists with the preparation of various large and small scale comprehensive plan amendments, existing land use and subdivision surveys according to state and local requirements.
- Provides assistance to other planning staff members in land use matters.
- Prepares materials and makes presentations to various boards or city council as assigned.
- Processes business license applications and ensures businesses renew annually.
- Maintains cash drawer for payments of applications and licenses.
- Maintains department website, on an as needed basis.
- Prepares, types and edits a variety of correspondence.
- Performs routine clerical and administrative work in answering phones, receiving the public, and providing citizen assistance in planning, land use and zoning matters and determines appropriate staff for referrals.
- Adheres to work schedule and attendance requirements.
- Adheres to all safety rules and regulations.
- Performs other duties as directed and required.
- Must create a positive public image as a representative of the city.

Required Qualification(s):

A bachelor degree in planning, public administration, architecture, landscape architecture, urban design or a related field. Two (2) years experience in professional planning or related field, preferably in the public sector. Knowledge of personal computers and Microsoft Office Environment. Requires a valid driver license.

Preferred/Desirable Qualification(s):

Experience working in GIS is desired. Certification with the American Institute of Certified Planners is desired.

An equivalent combination of education, training and experience may be substituted for the minimum requirements.

Applications may be obtained from the administration office, 71 US Hwy 90 West, DeFuniak Springs, Florida 32433, or on the city website. Applications will be received during regular office hours, Monday through Friday from 8:00 a.m. until 5:00 p.m.

The City of DeFuniak Springs is an Equal Opportunity/Affirmative Action/ADA Employer/Drug Free Workplace. We consider applicants for all positions without regard to race, color, national origin, gender, age, disability, marital status, religion, or any other legally protected status.

CITY OF DEFUNIAK SPRINGS

A handwritten signature in cursive script that reads "Mell Smigielski".

Mell Smigielski
City Manager

City of DeFuniak Springs – Planning Coordinator

FLSA STATUS: Non-Exempt
SUPERVISORY STATUS: Non-Supervisory

DEPARTMENT: Planning
REPORTS TO: Planning Director

JOB SUMMARY:

This position is professional/technical and involves work assignments in long range planning, comprehensive planning and/or current planning, specializing in land use development.

ESSENTIAL JOB FUNCTIONS:

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

- Meets with developers, citizens and other entities related to planning matters as assigned.
- Accepts planning-related applications, conducts a completeness checks, processes applications, reviews plans, maintains case files, and updates file database. Attends pre-development meetings to provide information and advise interested individuals of the land development code requirements for the proposed project as assigned.
- Coordinates with various departments and outside agencies to ensure appropriate approvals have been granted and compliance is achieved.
- Performs site inspections to ensure compliance with approved plans.
- Utilizes the computerized Geographic Information System (ArcView software) to generate and analyze existing and future land use, zoning, population demographics, and development maps for use by City departments and members of the general public.
- Conducts special studies, research and site evaluations for subdivisions, rezoning requests, conditional use permits, variances, right-of-way abandonments and other areas as assigned.
- Creates agendas, conducts research, writes staff reports, create meeting packets, and makes presentations to community groups, Planning Board, City Council, and other boards and committees, as assigned.
- Attends and presents at staff meetings and attends public meetings as assigned.
- Assists with the preparation of various large and small scale comprehensive plan amendments, existing land use and subdivision surveys according to state and local requirements.
- Provides assistance to other planning staff members in land use matters.
- Prepares materials and makes presentations to various boards or city council as assigned.
- Processes business license applications and ensures businesses renew annually.
- Maintains cash drawer for payments of applications and licenses.
- Maintains department website, on an as needed basis.
- Prepares, types and edits a variety of correspondence.
- Performs routine clerical and administrative work in answering phones, receiving the public, and providing citizen assistance in planning, land use and zoning matters and determines appropriate staff for referrals.
- Adheres to work schedule and attendance requirements.
- Adheres to all safety rules and regulations.
- Performs other duties as directed and required.
- Must create a positive public image as a representative of the city.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the City codes and regulations pertaining to planning, zoning and community development.
- Knowledge of the principles and practices of comprehensive planning according to federal, state and local regulatory requirements applicable to current and long range planning.

- Knowledge in the field of planning and land use/development.
- Knowledge of computers, including GIS, word processors and spreadsheet applications.
- Skilled in organization and attention to detail.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to effectively present information to management, public groups, boards, and Council.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to understand and perform a variety of instructions furnished in written, verbal, diagram, or schedule form.
- Ability to read maps and plans with intricate markings, land use surveys and to interpret complex and detailed technical data.
- Ability to interpret legal descriptions, maps, aerial photography, remote sensing data and site plans.
- Ability to establish and maintain effective working relationships with associates, subordinates, government officials, representatives of other agencies and the general public.
- Ability to work well with others and build a constructive teamwork approach where team members are committed to the goals and objectives of the team. Must be cooperative and willing to assist co-workers and the public as requested.
- Ability to prioritize tasks and meet multiple deadlines.
- Ability to remain calm in stressful situations.

QUALIFICATIONS, TRAINING AND EXPERIENCE:

Required Qualification(s):

A bachelor degree in planning, public administration, architecture, landscape architecture, urban design or a related field. Two (2) years experience in professional planning or related field, preferably in the public sector. Knowledge of personal computers and Microsoft Office Environment. Requires a valid driver license.

Preferred/Desirable Qualification(s):

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An equivalent combination of education, training and experience may be substituted for the minimum requirements.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee successfully to perform the essential functions of this job. The work environment characteristics are those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Physical Demands:

Requires the ability to coordinate hands and eyes using modern office equipment and must have moderate levels of eye/hand/foot coordination. Requires use of hand/fingers to handle, feel, and operate objects, tools, or controls such as keyboard; and reach with hands and arms. Specific vision abilities require close vision and ability to adjust focus. Requires the ability to differentiate colors and shades of colors and the ability to talk and hear. Must be able to lift and/or move up to twenty-five (25) pounds. Physical demands are in excess of sedentary work; requires prolonged periods of standing. Occasionally required to stand, walk, stoop, kneel, and crouch.

Work Environment:

Typical work environment will be in an office setting. Occasionally exposed to outdoor weather. Requires occasional travel representing the city at meetings, in various professional associations, or for training and career development.

This job description is not intended to be a contract for employment, and the employer reserves the right to make any necessary revisions to the job description at any time without notice.

Employee Signature: _____ Date: _____