

City of DeFuniak Springs

71 US Hwy. 90 W.
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DeFuniak Springs, FL 32435



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www.defuniaksprings.net

JOB NOTICE PLANNING COORDINATOR – PLANNING DEPARTMENT

Post Date: November 19, 2019

Close Date: Open Until Filled

FLSA Status: Non-Exempt

Starting Pay Range: 30,000 -40,892 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. We consider applicants for all positions without regard to race, color, national origin, sex, age, disability, marital status, religion or any other legally protected status.