

MAJOR FUNCTION

This is advanced professional work in planning, research, and design relating to long range planning, urban design, site design for land development and rezoning proposals, environmental assessment, and community and/or placemaking plans. An employee in a position allocated to this class receives direction from a higher level professional or manager and must exercise considerable judgment in technical planning matters and in interactions with the public.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Job Duties**

Works as team lead and project manager in the Neighborhood & Urban Design Planning Division, handling requests for site design assistance from the public and coordinating City and County departments. Takes direction on major initiatives and priorities from the division administrator and facilitates collaboration among division staff to develop technical planning and urban design work products on time. Conducts site assessments and project proposals, reviews design review applications, and prepares staff reports for review by the division administrator for use in site plan and development review. Serves as an ombudsman to assist applicants through the development review process when design review is required.

Oversees the development, implementation and maintenance of projects, programs, and activities formulated as a result of research activities. Is responsible for executing a wide variety of planning and planning-related tasks; coordinates with planning-related agencies; plans and organizes the work of for the most efficient performance of the duties involved; manages general and complex work assignments involving deadlines and delegation of work assignments to subordinates; acquires, compiles and analyzes research data and prepares reports and visual materials; reports to superior on the progress of work. Assists and informs the public and other departments on matters concerning planning, urban design, and environmental management, as is applicable. Conducts research on various environmental development issues; writes and develops management strategies and technical reports. Documents and analyzes building permit information, attends meetings of the City and County commissions and meetings of appointed planning boards or committees as required. Coordinates the work of division staff to ensure timely delivery of work products. Acts on behalf of the division manager during his/her absence or at his/her discretion.

Reviews/evaluates development applications, rezonings, and Planned Unit Developments for consistency with the Comprehensive Plan, land development regulations, reports and issues. Prepares site design alternatives to support development solutions that best meet the intent of the Comprehensive Plan and land development regulations. Evaluates problems, coordinates responses to citizens and elected officials under the direction of the division administrator. Conducts site visits, analyzes land use applications and prepares oral, written and visual reports concerning same. Reports to City Commission and County Commission, and administers committees staffed by the Planning Department as required. Prepares agendas and agenda materials and prepares memoranda and correspondence pertaining to any aspects of zoning or current plans involving urban design to support efforts of various divisions within the Planning Department. Works with developers and landowners to integrate developments within the community and ensure plans are consistent with policy directive. Performs related work as required.

Other Important Duties

Serves on various committees as required. Serves as grants and/or contract management coordinator, which includes tracking available funding, research, monitoring, proposal and report development to comply with grant funding or contract requirements and some program implementation. Monitors expenditures for work orders. Provides training to other staff in the use of specialized equipment and applications used in job performance. Attends training and developmental sessions to keep abreast of events in subject area and maintains professional certifications and licenses. Attends community meetings and charrettes, sometimes outside regular business hours. Serves as essential or supplemental staff in the event of a local disaster.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of the principles and practices of planning and urban design. Considerable knowledge of laws and regulations related to planning. Ability to read and review architectural drawings and site plan documents. Ability to conduct Planned Unit Development reviews. Ability to communicate land development regulations and site design alternatives verbally, graphically, and in writing. Ability to perform technical research and site analysis to give reliable advice on difficult planning projects and development proposals. Ability to maintain effective working relationships as necessitated by the work. Skill in the use of hand drafting, sketching, and digital communication, including the use of design software for 2D and 3D visualizations. Skill in project management, including leading collaborative teams, tracking deliverables, and managing contracts with vendors. Ability to professionally engage with the public.

Minimum Training and Experience

Possession of a master's degree in urban and regional planning, architecture, landscape architecture, or a related field with specific focus on urban design and three years of professional experience that includes urban, county and/or regional planning in the public and/or private sector; or possession of a bachelor's degree in urban and regional planning, architecture, landscape architecture, or a related field and four years of professional experience that includes urban, county and/or regional planning in the public and/or private sector; or an equivalent combination of training and experience.

Necessary Special Requirement

At the department director's discretion, a valid Class E State driver's license may be required for any of the designated positions allocated to this class.

For designated positions in this job classification, incumbents will be required to file a financial disclosure statement with the Supervisor of Elections in their county of residence, in compliance with Florida Statutes, Chapter 112, Part III. Such filing is required within 30 days of placement in a covered position, annually thereafter by no later than July 1 of each year in which they serve in the covered position, and within 60 days of leaving the covered position.

Established: 09-14-23