

## Overview

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**Inactive** No  
**Effective Date** 04/18/2018  
**Date of Last Change** 10/20/2015 09:02:25.188 AM  
**Job Profile Name** Planner I - Contract  
**Job Code** XZM30  
**Include Job Code in Name** No  
**Job Profile Summary** NATURE OF WORK:

Performs professional work in urban planning. An employee in this class performs a variety of program or project planning activities which impact municipal development and include analyzing data and formulating and recommending plans and programs relevant to municipal conditions and needs. Employees are usually assigned to a particular planning subject area to include land use, transportation, urban design, growth management, public art, community/economic development, or historic preservation. Work is performed under the direction of a Planning Supervisor and is reviewed through conferences, reports submitted and results obtained.

#### MINIMUM QUALIFICATIONS:

Bachelor's degree in planning, public administration or related field; and six (6) months to one(1) year experience. A valid Florida Driver's License may be required for some positions within a time limit to be set by the Department.

#### URBAN DESIGNER I

Bachelor's degree in planning, urban design, landscape architecture, architecture or related field and six (6) months urban design experience, or related experience; or an equivalent combination of education, training, and experience. A valid Florida Driver's License may be required.

Additional Qualifications for Promotion: Last performance evaluation must have resulted in an overall meets standards rating or better with no goal rating of less than meets standards.

Revised: 4/14/92 - SV

10/9/92 - SV

6/7/96

10/1/96

6/24/99 - MCT - Planner II chgd from BA + 1 yr to 2 yrs

6/3/02 - VCJ Planner I - chgd some experience to 6 months to 1 year.

9/2/11 - CF - added Urban Designer section per Dept. request.

**Job Description**  
**Job Title Default** Planner I - Contract  
**Restrict to Country** United States of America  
**Management Level** 8 Individual Contributor  
**Job Family** SEIU\_Professional  
**Job Category**  
**Job Classification** 2GX - Professional: Contracted Ees (EEO-4Job Categories-United States of America)  
**Work Shift Required** No

Public Job Yes

## Characteristics

Difficulty to Fill  
Critical Job No

## Compensation

Compensation Grade S14  
Compensation Grade Profile  
Impacted Eligibility Rules

## Qualifications

### Certifications

Certification

Required	Country	Certification (Predefined)	Certification (Not Predefined)	Issuer (Not Predefined)
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### Competencies

Competencies

Required	Competency	Target Rating
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Competencies from Other Sources

Required	Competency	Target Rating	Source	Source Type
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### Education

Education

Required	Degree	Field of Study
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### Languages

Languages

Required	Language	Ability	Proficiency
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### Responsibilities

Responsibilities

Required	Responsibility
	<p><b>EXAMPLES OF WORK PERFORMED:</b></p> <p><b>Note: The listed duties are only illustrative and are not intended to describe every function that may be performed by this job class. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.</b></p> <p>Collects and compiles information relative to such planning assignments as land use, community/economic development, growth management, urban design, transportation, housing, leisure/human services, historic preservation, or crime prevention through environmental design (CPTED).</p> <p>Reviews and analyzes plans and proposals for development, annexations, rezoning, and abandonments for their impact on the police department's level of service.</p> <p>Provides professional and technical assistance to Technical Review Committee, Municipal Planning Board, and the Board of Zoning Adjustment.</p> <p>Develops and maintains an accurate system to analyze level of police service for expansion of City limits through annexations.</p> <p>Reviews and evaluates plans and proposals prepared by outside agencies and develops recommendations regarding their soundness and relevance to municipal needs and plans, CPTED review, and police needs.</p> <p>Confers with local authorities, civic leaders, and planning and development specialists to provide technical assistance and advise and recommend arrangements of land and physical facilities for residential, commercial, industrial, and community uses.</p> <p>Develops 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.</p> <p>Provides information and assistance to the general public regarding land development regulations, CPTED, board procedures, and general office policies and procedures.</p> <p>Facilitates the development of the department's annual capital improvement program submission.</p> <p>Performs general planning and research and prepares written reports and oral presentations as assigned.</p> <p>Conducts field surveys to take photographs and gather information for site plans; prepares pictorial and graphic presentation to be used for planning proposals.</p> <p>Participates in meetings and public hearings to discuss plans and present the respective department's recommendations.</p> <p>Reviews the design aspects of proposed development, including urban form, architecture, landscape architecture and signs.</p>

Required	Responsibility
	<p>Reviews or prepares design guidelines, neighborhood plans, master plans and streetscape plans.</p> <p>Performs other related duties as assigned.</p>
	<p><b>KNOWLEDGE, SKILLS AND ABILITIES:</b></p> <p>Knowledge of the principles, methods, and practices of urban planning/transportation planning.</p> <p>Knowledge of the principles, methods and practices of urban design, landscape design, architectural design, sign design, transit oriented design, historic preservation, site planning, new urbanism and Crime Prevention Through Environmental Design (CPTED).</p> <p>Knowledge of federal, state, and municipal legislation impacting municipal government planning efforts.</p> <p>Knowledge of research techniques and sources of information, current literature and recent developments regarding urban planning.</p> <p>Knowledge of planning, principles, practices, Crime Prevention Through Environmental Design (CPTED), and program content in a particular subject area might be required.</p> <p>Knowledge of professional techniques of preparing a comprehensive plan for the future development, improvement of a community, and site plans and blueprints.</p> <p>Knowledge of economics, municipal finance and sociology as applied to City Planning.</p> <p>Ability to prepare the Capital Improvement Program (CIP) each year for the Police Department.</p> <p>Ability to organize and analyze information and perform planning research.</p> <p>Ability to operate a personal computer and Geographic Information System (GIS), and traffic generation, distribution and modeling software, P-Census, MapInfo, AS 400, and Microsoft Office programs.</p> <p>Ability to visually distinguish colors and designs when planning public art displays, historic preservation plans interior designs, and designing graphs and charts.</p> <p>Ability to do electronic research for grants at state and federal levels.</p> <p>Ability to express ideas clearly and concisely, both orally and in writing.</p> <p>Ability to initiate and develop programs and policies.</p> <p>Ability to analyze policy and technical issues and to exercise sound judgment in decision making.</p> <p>Ability to establish and maintain effective working relationships with municipal officials, developers, police officers/management, and the</p>

Required	Responsibility
	general public. Ability to speak effectively to public groups, civic organizations and communities.

**Training**

Training

Required	Training	Training Type	Description
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**Work Experience**

Work Experience

Required	Work Experience	Experience Level
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**Pay****Pay Rate Type**

Pay Rate Types

Country	Pay Rate Type
United States of America	Salary

**Job Exempt**

Job Exempt

Country / Country Region	Job Exempt
United States of America	Yes

**Workers' Compensation Code**

Worker's Compensation Codes

Workers' Compensation Code	Country	Country Region	Location
8810 - Clerical Office Employees Noc (United States of America)	United States of America		