

PLANNER

NATURE OF WORK

This position requires appropriate technical expertise to enforce compliance with the State of Florida, Lynn Haven Comprehensive Plan and Unified Land Development Code, and City Code of Ordinances which pertains to all areas of planning and development. Work is performed independently under the general supervision of the City Manager and is reviewed through reports and other documents, occasional conferences and on the basis of results achieved. This position supervises the Planning Specialist.

EXAMPLES OF DUTIES

Monitors and maintains growth trends within the City; sets agenda for the Planning Commission and Board of Adjustments; processes applications for development within the City ensuring procedures in the Unified Land Development Code are followed; processes annexation and Land Use Change requests by filing required documents with local and state agencies; provides information to customers on land use using the Future Land Use Map; represents City in various civic, environmental and public meeting forums ensuring City concerns are expressed. Assures City compliance with Comprehensive Plan and monitors same for consistency and updates as required.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities

Thorough knowledge of City government and planning practices; ability to communicate with public while providing effective information; works closely with City departments, state and local planning agencies, and developers ensuring compliance with the City Comprehensive Plan and Unified Land Development Code.

Training and Experience

Two years in course work from an accredited four year college in Planning, Public Administration or related field required. American Institute of Certified Planners certification preferred. Geographic Information Systems experience preferred. Supervisory experience required.

Special Requirements

Valid Florida Driver's License with an acceptable Motor Vehicle Record at all times. Must be able to lift 25 pounds.

CLASSIFICATION

Administrative. FLSA – exempt

PAY GRADE: 134