

	THE CITY OF KEY WEST Job Description	Non-Union, Non-Exempt Position	
		DATE OF REVISION	04/12
POSITION	PLANNER	MIN. ANNUAL SALARY	\$37,482.00
DEPARTMENT	Planning (15-01-515)		
JOB CODE	42665	GRADE	N29

PHYSICAL LOCATION:

- 3140 Flagler Avenue, City Hall Offices

REPORTING RESPONSIBILITIES:

- Report to City Planner or designee

GENERAL FUNCTIONS:

- This position will manage current planning and zoning matters, accomplish technical analyses and project reports for the development plan review procedures, variance and conditional use applications, accomplish special projects as assigned by City Planner or designee, help administer the City's Land Development Regulations, Comprehensive Plan and Land Use Map, other related City Code requirements, and act as a liaison to other governmental agencies and provide professional planning assistance to other City departments.

ESSENTIAL FUNCTIONS (Without Accommodations):

- Able to read, write, speak and understand English in order to perform duties of this description
- Able to communicate verbally and in writing
- Able to work a forty (40) hour work week and overtime when necessary
- Able to use equipment and/or materials as specified in this job description
- Computer literate in word processing, data base and spread-sheet programs and keyboard/mouse proficient
- Able to see and hear well enough to perform the duties of this job description.
- Able to attend evening meetings.

EQUIPMENT TO BE USED:

- Personal computer and related software; in house systems and software
- Photocopier
- Telefax
- Telephone system

ENVIRONMENT:

- Air-conditioned office; some field observation

PHYSICAL REQUIREMENT:

- Standing 8%
- Sitting 85%
- Walking 7%

DUTIES/TASKS/JOBS:

- Performs advanced technical analyses/evaluation/reports and development review procedures
- Assists with and provides recommendations to Planning Board and City Commission
- Performs advanced technical analyses/comments and Board of Adjustment requests (variances, conditional uses)
- Administers Land Development Regulations, Comprehensive Plan requirements and interpretive response to public service requests/inquiries
- Performs advanced special projects, research and reports as assigned by City Planner and/or designee
- Performs spread-sheet management

REQUIRED KNOWLEDGE, SKILLS/ ABILITIES/ QUALIFICATIONS:

- Strong technical orientation with experience in review of planning and development plans.
- Strong statistical orientation with computer and spread-sheet management experience.
- Working knowledge of computer word processing and spread-sheet applications.
- Ability to promote and maintain harmonious working relationships with a wide variety of the public, and with groups.
- Strong verbal and written communication skills.
- Strong organizational skills
- Ability to work independently is essential
- Ability to make public presentations
- Bachelor’s degree in Urban or Regional Planning or closely-related discipline as determined by City Planner
- Valid Florida driver’s license

Periodically duties, equipment, material, and/or job setting(s), other than those listed, are required and will be considered as part of the regular job while in effect.

The listing of tasks is in no way to be considered a complete listing of all possible tasks, nor is the requirement for an ability or skill a guarantee that the ability or skill is going to be used.

I _____, have read this job description and hereby agree with the above noted "Acknowledgments", that I meet the requirements and qualifications and if hired, can perform these and related duties as assigned. I further affirm that I understand this job description may be amended periodically, as is the right of the City.

Applicant Signature

Date

**THE CITY OF KEY WEST IS AN EQUAL OPPORTUNITY
AFFIRMATIVE ACTION, VETERANS PREFERENCE EMPLOYER
& A DRUG-FREE WORKPLACE**

Apply at:

**City Hall, Office of Human Resources
3102 Flagler Avenue
Key West, FL 33040
Telephone (305) 809-3714**