

MAJOR FUNCTION

This is advanced professional work in transit or community planning, research, and design relating to current land development and rezoning proposals, environmental assessment, planning and ecological research, or planning and developing programs, depending upon the functions of the department to which the position is assigned. This position may supervise permitting, compliance, or engineering staff. 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.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Job Duties (As applicable to individual positions)**

Collects and analyzes data; writes reports and makes recommendations that result in improved service delivery. May oversee 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 the efforts of agencies concerned with planning and funding activities; plans and organizes the work of work unit for the most efficient performance of the duties involved; receives general work assignments, schedules their completion and makes assignments to subordinates; acquires, compiles and analyzes research data and prepares reports; performs the more difficult planning assignments and reviews work done by subordinates; reports to superior on the progress of work; makes adjustments as necessary in the scheduling of work and prepares or reviews plans and reports. Assists and informs the public and other departments on matters concerning planning and environmental management, as applicable. Conducts environmental assessments of specific sites or project proposals. Conducts research on various environmental development issues; writes and develops management strategies and technical reports. Documents and analyzes building permit information. Analyzes proposed annexation areas to determine conformance with local, state, and federal statutory laws. Collects and analyzes data for various research publications. Attends meetings of the City and County commissions and meetings of appointed planning boards or committees. May coordinate and supervise the work of Planner I and other permitting related positions in insuring compliance with applicable codes and permitting requirements. Performs related work as required.

Growth Management: Assists in the review of land development projects, evaluating land development policy, and leading collaboration with developers, business owners, members of the public, and other city departments to integrate developments within the community. Serves as a lead coordinator for site plan reviews and prepares written and oral reports. Analyzes Planned Unit Development applications and building permits to ensure Tallahassee Land Development Code standards are met. Evaluates zoning and land use related items and coordinates responses to citizens and elected officials. Aids with customer related inquires as it pertains to zoning, land use, and permitting. This position covers a broad range of responsibilities across the construction, design, and environmental fields to implement the City of Tallahassee's development regulations and achieve its strategic initiatives.

Land Use: Assists lead staff person on matters that pertain to amendments to the zoning map and site plan review and subdivision regulations as assigned. Reviews development applications, rezonings, and Planned Unit Developments for consistency with the Comprehensive Plan. Evaluates land development regulations, prepares amendments to regulations, presents final work product in writing or verbally. Evaluates problems, coordinates responses to citizens and elected officials through the Citizen Relations Office. Conducts site visits. Analyzes land use applications. Prepares oral and written reports concerning same. Reports to City Commission and County Commission, and administers Planning Commission, Canopy Roads Citizens Committee and Development Review Committee. Prepares agendas and agenda materials for a minimum of six regular meetings per

month. Researches and prepares reports on land use studies. Administers public hearing process on developments of Regional Impact and participates in the review process. Assists with reviewing minutes of Planning Commission and Canopy Roads Citizens Committee. Prepares memoranda and correspondence pertaining to any aspects of zoning or current plans. Works with developers and landowners to integrate developments within the community and ensure plans are consistent with policy directive. Performs related work as required.

Police: Coordinates the Police Department's planning efforts. Researches alternative means of providing improved police services including technical innovations and new program innovations. Studies population, economic and crime trends to determine impact on department operations. Projects crime trends to determine impact on police service delivery. Plans programs to meet the projected needs of the department. Evaluates police programs to statistically review effectiveness of each program. Plans department goals and objectives in keeping with projected trends. Communicates with other police planners and participates in State Police Planning Organization activities to remain current in the field of police planning. Confers with public on matters concerning police planning including speaking to organizations and the media. Performs related work as required.

Fire: Coordinates and supervises the Plans Review and New Construction Inspection Section within the Fire Prevention Division. Evaluates proposed site and building plans for fire and life safety compliance within adopted codes and ordinances. Assists contractors and developers with identifying appropriate resolutions to noted project deficiencies. Conducts site evaluations. Responds to internal and external inquiries related to projects. Monitors workflow ensuring timeliness. Evaluates, develops, modifies, and implements fee schedules for section. Develops and submits reports, documenting section activities, as well as completes industry related surveys.

Other Important Duties (As is applicable to individual positions)

Serves on various committees as required. Prepares quarterly reports and report for division budget requests. May serve as grants management coordinator, which includes tracking available funding, research, monitoring, proposal, and report development to comply with grant funding requirements and some program implementation. Monitors expenditures for work orders. May provide 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. Performs related work as required.

DESIRABLE QUALIFICATIONS

Knowledge, Abilities and Skills (As is applicable to individual positions)

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 formulate land development regulations. Ability to perform technical research work and to give reliable advice on difficult planning projects. Ability to maintain effective working relationships as necessitated by the work. Ability to communicate effectively orally, with visual aids, and in writing. Skills in research methods and analysis. Skill in the use of personal computers and some associated programs and applications necessary for successful job performance.

Police: Thorough knowledge of the principles of law enforcement administration and crime prevention. Thorough knowledge of research methodology, statistical interpretation, and methods of report presentation. Ability to conduct studies and to analyze and formulate recommendations based upon such studies. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to communicate clearly and concisely, orally and in writing.

Fire: Thorough knowledge of fire and life safety and prevention. Thorough knowledge of research methodology, statistical interpretation, and report presentation. Ability to conduct studies and to analyze and formulate recommendations based upon such studies. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to communicate clearly and concisely, orally and in writing.

Minimum Training and Experience

(Applicable to all positions unless stated otherwise below.)

Possession of a master's degree in planning, public administration, a field related to the aforementioned areas or a field directly related to the area to which the position is assigned and one year of professional experience that includes planning; or possession of a bachelor's degree in planning, public administration, a field related to the aforementioned areas or a field directly related to the area to which the position is assigned and two years of professional experience that includes planning; or an equivalent combination of training and experience.

Growth Management and Parks, Recreation and Neighborhood Affairs: Possession of a master's degree in planning, physical or natural science, ecology, environmental science or a related field and one year of professional experience that includes planning, environmental planning, environmental regulations or ecological research; or possession of a bachelor's degree in planning, physical or natural science, ecology, environmental science or a related field and two years of professional experience that includes planning, environmental planning, environmental regulations or ecological research; or an equivalent combination of training and experience.

Police: Possession of a master's degree in planning, criminal justice, criminology, police administration or a related field and one year of professional experience that includes criminal justice or police planning; or possession of a bachelor's degree in planning, criminal justice, criminology, police administration or a related field and two years of professional experience that includes criminal justice or police planning; or an equivalent combination of training and experience.

Fire: Possession of a master's degree in business or public administration, fire science, fire administration, or planning and one year of professional experience that includes code enforcement, planning, or site review; or possession of a bachelor's degree in business or public administration, fire science, fire administration, or planning and two years professional experience in code enforcement, planning, or site review.

Necessary Special Requirement (Applicable to all positions.)

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, incumbent 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.

Fire: If certification is not currently held, must obtain a Florida Fire Safety Inspector certification within 12 months from date of hire.

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