

**JOB TITLE:** Chief Planner  
**JOB CODE:** 09.11  
**GRADE:** 25  
**CLASSIFICATION:** Exempt

**PURPOSE OF THE POSITION:** Advanced and highly responsible professional planning work including the supervision of either the long range and/or current planning division of the Planning and Redevelopment Department. Managing all functions and daily operations of either the long range and/or current planning division and represents the City as the primary staff member at regular meetings of the Planning Board as related to long range and/or current planning issues and serves as the principal planner in the division.

**MINIMUM QUALIFICATIONS:** A Master Degree in Urban Planning, or closely related field from an accredited college or university with six (6) years of progressively responsible planning experience, including four (4) years in a leadership or supervisory role with a recognized planning agency; or a Bachelor Degree from an accredited college or university in Urban Planning, or closely related field plus eight (8) years of progressively responsible planning experience with a recognized planning agency, including a minimum of four (4) years in a leadership or supervisory role; or the equivalent in education, training, and experience, which would provide the necessary knowledge, skills and abilities. Certification by the American Institute of Certified Planners is preferred. Possession of and ability to maintain a valid State of Florida Driver's License is required.

**SPECIAL REQUIREMENTS:**

- Comprehensive knowledge of the principles and accepted practices of public planning and of the methods of collecting and analyzing planning data; preparation of planning reports and statistical studies.
- Thorough knowledge of economics, municipal finance, sociology and public administration as applied to urban planning.
- Thorough knowledge of the principles and practices of civil engineering and physical designs as applied to urban planning.
- Ability to interpret complex state growth management legislation and other rules and regulations relating to planning and related programs.
- Ability to establish and maintain effective working relationships with subordinates, supervisors, other City departments/officials, government agencies, and the general public.
- Ability to present ideas and findings clearly and concisely in oral, written and graphic form.
- Ability to plan, direct and supervise the work of professional and technical employees.
- Ability to make highly important oral presentations to the Planning Board, the City Commission and other groups as required.
- Ability to represent the City as an expert witness on urban planning issues.

**ESSENTIAL FUNCTIONS:**

- Coordinates, implements and supervises the overall functions of the long range and/or current planning division of the Planning and Redevelopment Department and performs other activities as assigned by the Director or Deputy Director.

- Directs and supervises the evaluation and updating the Comprehensive Plan; evaluates rezoning, special exception and zoning ordinance amendment applications; processes and reviews amendments to the Comprehensive Plan; reviews land development regulations for consistency with the comprehensive plan; implements the City's growth management program.
- Serves as the City's technical representative on various advisory committees.
- Provides information and assistance to governmental agencies, consultants, developers and the general public on current and/or long range planning and zoning issues.
- Plans and develops special planning studies as assigned.
- Ensures timely project completion and maintenance of quality control.
- Prepares division budgets, maintains division records including time sheets and supervises, directs and evaluates the activities of the division's professional planners and technical staff.
- The intent of this class description is to provide a representative summary of the types of duties and responsibilities that would be required of classifications given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Incumbent may be required to perform job-related tasks other than those specifically presented in this job description.

**PUBLIC CONTACT:** Extensive and highly important contacts with the public and with key officials of other local government and state agencies.

**SUPERVISION RECEIVED:** Under the supervision of the Director and/or designated representative; considerable independent judgment in accordance with established departmental procedures.

**SUPERVISION EXERCISED:** This is a key supervisory position within the assigned departments of the City.

**PHYSICAL REQUIREMENTS:** This is primarily sedentary work requiring limited physical effort. Position requires visual acuity for reviewing, checking, preparing, and maintaining written and computer files. Incumbent is required to have sufficient hearing to accurately perceive information at normal spoken word levels. Manual dexterity to operate standard office, data entry, and word processing equipment is required.

**ORGANIZATIONAL STATUS:** Under the direction of and responsible to the Department Head or designated representative.