



HAINES CITY

POSITION ANNOUNCEMENT

POSITION TITLE: Planner
DEPARTMENT: Development Services

DATE OPENED: 10/13/16
HIRING RANGE: \$20.13 to \$30.19 (DOQ)

POSITION FUNCTION: Under the direction of the Development Services Director, performs duties necessary to support the Planning Division's activities through long- and short-term planning strategies for the economic viability and sustainability. Duties include, but are not limited to, conducting population and land use studies (e.g. surveys, field, tax revenue impact, occupancy rate, etc.), trend analysis and prediction, and assist with transportation, community development and redevelopment, land use and reuse design and review.

ESSENTIAL DUTIES:

1. Performs duties necessary to support the Planning Division's activities through long- and short-term planning strategies for the economic viability and sustainability. Duties include, but are not limited to, conducting population and land use studies (e.g. surveys, field, tax revenue impact, occupancy rate, etc.), trend analysis and prediction, and assist with transportation, community development and redevelopment, land use and reuse design and review. Responsible for proper implementation of the permitting processes (e.g. building, construction, variances, signs, fencing, etc.); assisting with conducting evaluations and developing recommendations regarding rezoning, ordinance amendments, site plans and other related proposals and/or requests; and maintaining the Planning Division's Geographic Information System and Addressing System.
2. Provides professional guidance and leadership to inter-local and interagency organizations by coordinating community review of public and private development projects. May consult with vendors, developers and other public agencies for the express purpose of advancing current and future development and growth of the City. Attends meetings after normal business hours.
3. Provides staff assistance to the Development Services Director and Planning Manager by preparing and presenting department and project related reports during Staff, City Commission, Finance Advisory Board and other City related meetings. Fills in for the Planning Manager when he/she is absent.
4. Assists with the supervisor of the permitting and code compliance processes, procedures and personnel.
5. Performs other duties as assigned.

KNOWLEDGE/SKILLS/ABILITIES: Required knowledge and experience is normally obtained through the completion of an advanced education from an accredited educational institution of higher learning resulting in a Bachelor's Degree in Urban, Regional, Transportation or Environmental Planning, Urban Design, or related field, and three (3) to five (5) years work related experience in Community Development, Planning, Legal Land Use or related field are required. American Institute of Certified Planners certification is preferred. Work requires the ability to read letters, memos, contracts, professional and industry literature, and spreadsheets and other job related analysis. Work requires the ability to write letters, memos, and contracts. Work is widely varied, involving analyzing and evaluating many complex and significant variables. Must be able to monitor and assess operations, workload and projects. Must be able to research, compile and analyze data, and then present findings to the City Commission and City Manager in an acceptable format. Must possess excellent oral and written communication skills. Must be competent in the use of Microsoft Excel, Word and Power Point software, Auto CAD and GIS. Ability to learn and remain up-to-date on Federal, State and City applicable regulations, best practices and policies affecting department activities. Ability to establish and maintain effective working relationships with City employees, other federal, state and local governmental representatives, contractors, consultants, vendors, media and the general public is essential. Must possess a Valid Florida Class E driver license. Must pass applicable pre-employment testing and background and credit checks.

Interested candidates should submit a cover letter, resume and an employment application to the Human Resources Director, City of Haines City, 620 E. Main Street, Haines City, FL 33844. Applications and job announcements are available at www.hainescity.com. Positions are considered "Open Until Filled," unless otherwise specified.

Our Mission

"Our team of professionals will provide our residents and business community with the highest quality services in a fiscally responsible manner through cooperation, strong ethical leadership with a lifelong commitment to enriching lives."

P.R.I.D.E.

Professionalism • Responsiveness • Integrity • Diversity • Ethics