

PLANNER

SUMMARY:

Under close supervision, conducts research to develop and update elements of the City of West Palm Beach Comprehensive Plan, writes reports, analyzes development-related data and plans and provides input on neighborhood, site and master plans and design guidelines. Makes presentations to advisory committees, the public, City Commission, and neighborhood meetings; and performs related duties as assigned.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

DUTIES AND RESPONSIBILITIES: *(which are **not** in any hierarchical order)*

1. Researches and prepares planning-related reports, documents and agenda for City of West Palm Beach officials and other agencies and organizations.
2. Reviews major and minor planned development amendments, rezoning requests, land use plan amendments and abandonment of easements.
3. Responds to planning-related inquires from the general public and other agencies and organizations.
4. Evaluates amendments for code compliance, and prepares maps and graphics presentations for the department.
5. Assists in preparing and administering annual planning grants applications, updates other plans for compliance with Federal, State and other applicable regulations.
6. Performs fieldwork and research for both current planning and comprehensive planning.
7. Reviews and makes recommendations for building permit applications and occupational licenses.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of comprehensive, land use and transportation planning principles.
- Knowledge of urban design and zoning.
- Knowledge of state planning laws and applicable Federal regulations.
- Skill in operating computers and blueprints machines.
- Skill in research and technical analysis of planning-related information.
- Ability to organize and analyze technical information.
- Knowledge of site plan review, economics, statistics, geography and growth patterns.
- Ability to make sound assessments and recommendations based on research.
- Ability to establish and maintain effective working relationships with those contacted during the course of work.
- Ability to communicate effectively, graphically, orally and in writing.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves detailed concentration for long periods of time in a modified office environment and may involve outdoor work sites. There may be occasional need for light lifting. The City of West Palm Beach promotes a drug/alcohol free work environment through the use of mandatory pre-employment drug testing. This position may also require the use of City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, and have an acceptable driving record.

MINIMUM QUALIFICATIONS: Bachelor's degree from an accredited college or university with a major in Urban Planning, Landscape Architecture or a closely related field, or any equivalent combination of training and experience. A valid Florida driver's license is required.