

SENIOR PLANNER

SUMMARY:

Under general direction, performs highly responsible work in conducting 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. Analyzes development related data and plans, and prepares and presents recommendations on variances and Class B Special Use Permit requests to the City's Zoning Board of Appeals, and presents recommendations to the City Planning Board and City Commission on requests for major subdivision of land, Class A Special Use, Developments of Significant Impact, rezoning of land, land use plan changes, and make recommendations on minor and major amendments to the Planned Developments and Level I Site Plan Approvals.
2. Prepares planning-related reports, documents and agenda for City of West Palm Beach officials, Committees, Boards and other agencies and organizations.
3. Responds to planning-related inquires from the general public and other agencies and organizations.
4. Prepares amendments for code compliance, maps and graphics presentations for the department.
5. Participates and coordinates processing activities with other agencies relative to Request for Proposals, and corresponding completed plans and bids.
6. Assists in preparing and administering annual planning grants applications, updates other plans for compliance with Federal, State and other applicable regulations.
7. Monitors and provides assistance to the Downtown Action Committee, the Planning Board, and the Planning Board of Appeals.
8. Reviews and makes recommendations for building permit applications and occupational licenses.
9. Provides input pertaining to landscape components in neighborhoods, site and master plans and design guidelines.
10. Performs fieldwork and research for both current planning and comprehensive planning.
11. May supervise staff as assigned.

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 blueprint machines.
- Skill in research and technical analysis of planning-related information.
- Ability to communicate effectively, graphically, orally and in writing.
- Ability to make sound assessments and recommendations based on research.
- Ability to work in a team environment with multiple disciplines.
- Ability to make sound decisions and work independently.
- Ability to establish and maintain effective working relationships with those contacted during the course of work.

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.

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MINIMUM QUALIFICATIONS: Master's degree from an accredited college or university with a major in Urban Planning, Landscape Architecture or a closely related field, and three (3) years of experience in a planning environment, or any equivalent combination of training and experience. A valid Florida driver's license is required.