
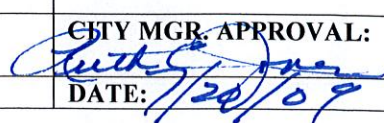


THE CITY OF RIVIERA BEACH

JOB CODE#: 3040	JOB TITLE: PRINCIPAL PLANNER	
EEO CLASS: 1-OFFICIALS/ADMINISTRATORS	SUPERVISED BY: PLANNING & ZONING ADMINISTRATOR	
PAY GRADE: 21	DEPARTMENT: COMMUNITY DEVELOPMENT	DIVISION: PLANNING/ZONING
STATUS: EXEMPT	LOCATION:	
DEPT. APPROVAL: 	HR APPROVAL:	CITY MGR. APPROVAL: 
DATE:	DATE:	DATE: 7/20/09

Job Summary

This position performs highly complex administrative, technical and professional assignments in the planning division of the City related to the development and implementation of land use and related municipal plans and policies.

Supervision Received/Exercised

Work is performed under the general supervision of the Planning and Zoning Administrator.

Essential Duties and Responsibilities

1. Reports directly to the Planning and Zoning Administrator.
2. Planning, assigning, and supervising the work of professional planners and technical personnel in the planning process.
3. Makes presentations to advisory committees, the public, City Council, and neighborhood groups, and performs related duties as assigned.
4. Reviews site plans, building elevations, building permit applications and exhibits to ensure compliance with city codes, ordinances, and/or conditions of approval.
5. Develops short and long term plans.
6. Provides information on land use applications ordinances, codes, plans, and related planning programs, services or regulations to architects, engineers, developers, contractors, owners, community groups, and interested persons.
7. Prepares a variety of studies, reports and related information for decision-making purposes.
8. Coordinates work with other affected agencies.
9. Assists in the development and implementation of land use, economic development, utility, housing, transportation, facilities, solid waste or other plans and codes to meet the City's needs and any inter-governmental agreements or requirements.
10. Evaluates land use proposals for conformity to established plans and ordinances; evaluates proposed development impact as it relates to the adopted plans of the City and makes recommendations.
11. Evaluates land use applications and site plans for compliance with applicable local, state, or Federal laws.
12. Creates and maintains data base of development approvals and conditions of zoning approvals.

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13. Monitors conditions of approval to ensure timely compliance.
14. Attends evening meetings of various City boards as necessary.
15. Monitors assigned land use applications through the approval process, and prepares reports and related data as required.
16. Provides staff support to the Planning and Zoning Board as needed and assigned.
17. Assists City staff in the enforcement of local ordinances and in interpreting City codes and master plans.
18. Responds to local citizens inquires about local planning and zoning regulations and ordinances.

Additional Duties and Responsibilities

Performs all other related duties as assigned. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position, if the work is similar, related or a logical assignment to the position.

Necessary Skills, Knowledge and Abilities

- Knowledge of comprehensive, land use and transportation planning principles.
- Knowledge of urban design.
- Knowledge of Florida's growth management and planning laws and applicable federal regulations.
- Knowledge of zoning laws and comprehensive plans including their formation, process of adoption and enforcement.
- Knowledge of planning programs and processes.
- Knowledge of personal computers and GIS applications.
- Skill in research and technical analysis of plan-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 with architects, developers, contractors, owners, supervisors, employees, and the general public.
- Ability to make sound decisions and work independently.
- Ability to work in a team environment with multiple disciplines.

Minimum Education, Certification, and Experience Requirements

Bachelor's degree from an accredited college or university with a major in urban or regional planning, community planning, geography, landscape architecture, or a closely related field such as, public administration with studies in planning or growth management, with four (4) years of professional planning work including supervisory experience or any equivalent combination of training and experience. A Master's degree may be substituted for two (2) years of experience. A valid Florida Driver's License is required.

Special Requirements

Mandatory pre-employment physical and drug tests. The City of Riviera Beach maintains a drug-free workplace policy and program, as established under the guidelines of the Federal Drug Free Workplace Act of 1988 and Section 440.102, Florida Statutes.

Selection Guidelines

Evaluation of education and experience; oral interview; other job related assessments may be required.

Tools and Equipment Used

Motor vehicle, personal computer, printer, calculator, telephone, copy and fax machine.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in an indoor setting. Work in outdoor settings is also required. Hand-eye coordination is necessary to operate computers and various pieces of office/equipment and tools. While performing the duties of this job, the employee is occasionally required to reach with hands and arms. The employee is required to stand, walk and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch, crawl, talk, hear and smell. Specific vision abilities required by this job include: close, distance, depth perception, peripheral, color, and the ability to adjust focus. Must be able to operate a vehicle as needed.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually not loud but may be very loud when in the field.

Signature/Approval

Employee

Date

Department Director

Date