

West Florida Regional Planning Council Job Description

JOB TITLE: Planner II
ROLE & LEVEL: P2
TRAVEL: 25-50%

REPORTS TO: Planning Manager, Transportation
FLSA STATUS: Exempt

WORK OBJECTIVE:

Performs intermediate level professional planning work for the West Florida Regional Planning Council (WFRPC). Develops planning studies and reports in support of new and updated plans, programs and regulations. Work is performed independently under limited supervision with considerable moderate latitude. Position typically requires processing and interpreting of more complex, less clearly-defined issues.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Serves as liaison between community groups, government agencies, developers and elected officials
- Conducts review of various incoming applications and proposals related to assigned area of responsibility
- Conducts research in specific or general project areas; writes and presents formal and technical reports, working papers, and correspondence
- Works with organizations to develop plans, collect evaluation data, develop recommendations, and produce and implement an action plan for assigned area of responsibility
- Identifies problems, issues, and opportunities that could be mitigated through better community planning; develops long range plans
- Coordinates the efforts of public and private groups that support assigned area of responsibility to encourage continued and increased support throughout the community
- Recommends priorities, schedules, and funding sources to implement plans
- Applies for, maintains, and administers grants related to assigned area of responsibility
- Develops and gives presentations on topics related to assigned area of responsibility at meetings and relevant conferences/workshops
- May oversee the work of and provide training to consultants, interns, and lower level planners
- Presents reports and other findings to staff, boards, and councils related to assigned area of responsibility
- Serves as point of contact for agencies and organizations related to assigned area of responsibility
- Attends meetings related to area of responsibility to serve as a representative of the agency (may include evenings and weekends)
- Plans projects, workshops, and events related to assigned area of responsibility
- Assists with updates and maintenance of various plans and programs
- Schedules and conducts meetings with boards and elected officials

MINIMUM QUALIFICATIONS:

Bachelor's degree in urban planning, architecture, public policy or related field; supplemented by three (3) or more years' planning experience. An equivalent combination of education, certification, training, and/or experience may be considered. Must pass a pre-employment drug screen and background check.

In addition to meeting the minimum qualifications listed above, an individual must be able to perform each of the established essential functions in order to perform this job successfully.

West Florida Regional Planning Council Job Description

PREFERRED QUALIFICATIONS:

- Thorough knowledge of transportation planning; specifically bicycle/pedestrian planning
- Advanced computer skills
- Knowledge or experience with GIS

KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough knowledge of principles and practices of research and data collection
- Thorough knowledge of the principles and practices of planning
- Skill in the use of Microsoft Office products (Word, Outlook, and Excel)
- Ability to review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions
- Ability to exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to establish and maintain effective working relationships with those contacted in the course of work
- Ability to manage multiple priorities to ensure that deadlines are met
- Ability to prepare clear, accurate and concise records and reports

PHYSICAL REQUIREMENTS:

Tasks involve light physical effort (i.e., some standing and walking, or frequent light lifting of less than 10 pounds) and minimal dexterity in the use of fingers and limbs in the operating of office equipment. This job operates in a professional office environment. Tasks may involve extended periods of time sitting at a workstation and utilizing a keyboard.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed in a typical office environment without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

SENSORY REQUIREMENTS:

Tasks require sound and visual perception and discrimination. Tasks require oral communications ability.

SALARY RANGE:

Position salary range starts at \$40,000.00 annually. Actual offer will be based on individual qualifications and funding.

HOW TO APPLY:

Please visit <http://www.wfrpc.org/employment-opportunities> to obtain an application and instructions regarding submission.

Candidates will not be considered until both the application and resume are received.

The WFRPC is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the WFRPC provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. WFRPC is a Drug Free Workplace.