West Florida Regional Planning Council Job Description

JOB TITLE: Planner III REPORTS TO: Planning Manager, Transportation

ROLE & LEVEL: P3 FLSA STATUS: Exempt

TRAVEL: 25-50%

WORK OBJECTIVE:

Performs senior level and experienced 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 under direction with considerable latitude. Position relies on advanced level experience and exercises independent judgment to determine the best approach by using and interpreting policies and procedures. Position seeks technical guidance only on unusual or complex problems or 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.

- Performs advanced professional work and professional planning assistance to member communities on projects related to assigned area of responsibility
- Manages complex planning studies and development applications; reviews consultant proposals
- Receives, reviews, and may prepare monthly progress reports and invoices for projects related to assigned area of responsibility
- Develops project budgets, administers bidding process, and verifies contract expenditures and compliance
- Develops plans, studies and analyses on regional basis related to assigned area of responsibility
- Researches grant programs and writes or reviews final grants related to assigned area of responsibility; maintains reports and financial accounting for grant funded projects
- Oversees specialized planning functions such as large-scale new development proposals and environmental studies
- Serves as liaison between community groups, government agencies, developers and elected officials
- 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
- Presents reports and other findings to staff, boards, and councils 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)
- May oversee the work of and provide training to consultants, interns, and lower level planners
- Conducts research and prepares statistical reports related to assigned area of responsibility
- Prepares annual reports for organizations related to assigned area of responsibility
- Reviews and processes complex plan amendments and related documents
- Schedules and conducts meetings with boards and elected officials

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MINIMUM QUALIFICATIONS:

Bachelor's degree in urban planning, architecture, public policy or related field; supplemented by five (5) 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.

PREFERRED QUALIFICATIONS:

- Advanced knowledge of specialization in transportation
- Prior knowledge working with a MPO or TPO
- Advanced computer skills

KNOWLEDGE, SKILLS, AND ABILITIES:

- Advanced knowledge of principles and practices of research and data collection
- Advanced 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:

Salary range begins at \$44,000 annually. Actual salary offer is based on individual qualifications and funding.

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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.

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