

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS

**Does not Discriminate on the Basis of Race, Color, National Origin, Sex, Religion, Age,
or Disability in Employment or the Provision of Services.**

*We are proud to be a drug free workplace. Screening tests for illegal drug use may be required as a condition of
employment.*

Date:	7/12/2017	Department:	Planning
Title/(Status)/Job Code:	Planner I (0793)	Reports To:	Planning Supervisor
Pay Grade/Salary Range:	PG – 112 \$41,345.05 - \$64,084.83	Closing Date:	9/1/2017 With the anticipated hire of October 2017

Completed applications for employment with Highlands County may be submitted in one of two ways: 1) a printed job application submitted to our Human Resources department located at 600 S. Commerce Ave, Room B233, Sebring, FL 33870 (either in person or by mail; or 2) fax a printed application to 863-402-6508. Any qualified employee of the Board (see job description below for MINIMUM QUALIFICATIONS) may request consideration for this position by submitting to Human Resources an approved Bid form. Employee bids and applications for this position may not be received after five o'clock (5) p.m. on the closing date stated above without the specific permission of Human Resources.

GENERAL DESCRIPTION:

This position performs a variety of current and long-range planning work. Responsibilities include evaluating development proposals for compliance with County regulations and policies and state statutes, working with the public and county departments on planning issues, and conducting research and providing detailed staff reports, and recommendations. Work is performed under the direction of the Planning Supervisor with minor supervision from the Planner II.

ESSENTIAL JOB FUNCTIONS:

- Reviews assigned development proposals and applications, and conducts site visits.
- Collects and analyzes pertinent information and prepares staff reports. Assists in formulating planning decisions and recommendations.
- Assists in the evaluation of rezonings, plan amendments, plan developments, special use permits, variances and other proposals.
- Makes presentations on assigned applications to the Planning and Zoning Commission, Board of Adjustment and the Board of County Commissioners at public hearing.
- Provides staff support to appointed committees.
- Provides technical assistance to the public regarding planning related issues.
- Collects a variety of statistical data and prepare reports and maps on topics such as census information, land use, and permit activity.
- Composes maps and GIS presentations that are displayed to elected officials, advisory boards and committees, and departments.
- Processes environmental clearances.

This is a **DISASTER ESSENTIAL** position.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of comprehensive planning principles, procedures, processes and Florida's state statutes regarding same.
- Working knowledge of GIS and working skill in producing graphics and maps.
- Effective writing skills and the ability to prepare and present information clearly.
- Knowledge of computer hardware and software programs, to include but not be limited to Microsoft Office, Internet applications, and PowerPoint.
- Ability to establish and maintain effective working relationships with supervisors, fellow employees, other County departments and the general public.
- Ability to prioritize and organize work assignments effectively.

ESSENTIAL PHYSICAL SKILLS:

- While performing the required duties of this job, the employee will occasionally be required to stand, walk, stoop, carry, reach, kneel, crouch, or crawl; be regularly required to sit; lift up to 25 pounds; and the ability to communicate through writing and speaking.
- Will require the use of near and far vision, the ability to see color and the use of depth perception.
- Ability to sit at work station for continuous periods of up to four hours. Ability to operate a motor vehicle for up to four hours continuously.

ENVIRONMENTAL CONDITIONS:

This position is mostly indoor work in an office environment, not to exclude occasional public presentations and attendance at Board meetings. Occasional outdoor work or trips to survey land development sites and travel to meeting locations.

MINIMUM QUALIFICATIONS:

1. **EDUCATION AND EXPERIENCE:** A Master's Degree in Urban Planning or related field; or a Bachelor's Degree from an accredited four-year college or university with a degree in Planning, Architecture, Public Policy, or related area of study and one year of formal work experience in the planning profession; or

A minimum of three year's job related experience in the planning profession and a Bachelor's Degree from an accredited four-year college or university.

2. **LICENSES, CERTIFICATIONS, OR REGISTRATIONS:** Must possess a valid Florida Driver License.