

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: 1/31/2019 **Department:** Planning (2700)
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:** Until Filled

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.

ESSENTIAL JOB FUNCTIONS:

The following statements describe the principal functions of the job and its scope of responsibility but should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned.

- 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 re-zonings, 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.
- Follows consistently the Boards policies and procedures.
- Maintains a professional and safe unit and work area adhering to established safety policies and the image desired for the organization.
- Responds productively to change and performs all other tasks as directed.

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 Power Point.
- Ability to prioritize and organize work assignments effectively.
- Ability to establish and maintain effective working relationships with co-workers, managers, supervisors, directors, elected officials, vendors and the general public.

PHYSICAL SKILLS:

Must be able to remain in a stationary position for 50% of the time. Must be able to frequently position self to reach files and other office items located on low shelves or the floor. Must be able to inspect and assess daily email and postal mail correspondence. Frequently communicates with the public, vendors, and co-workers. Must be able to exchange accurate information in these situations. Frequently operates various types of office equipment to include, but not limited to a computer and copy machine. Occasionally ascends/descends stairs. Rarely moves materials and office equipment weighing up to 25 lbs. Constantly works in an indoor environment. Rarely works in inclement outdoor weather conditions. Rarely operates motor vehicle for up to (4) hours continuously or intermittently.

MINIMUM QUALIFICATIONS:

1. EDUCATION AND EXPERIENCE:

Bachelor's degree from an accredited college or university with a degree in Planning, Architecture, Public Policy, or related area of study and one (1) year of formal work experience in the planning profession or a Master's degree in Planning, Architecture, Public Policy or related area of study.

2. LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

Must possess and maintain a valid Florida Driver License.

3. OTHER JOB RELATED REQUIREMENTS:

Disaster Essential.

