

**CITY OF STUART
JOB DESCRIPTION**

Title: PROJECT PLANNER II

DEPARTMENT: Development Department

JOB CODE: 3044

GRADE: H18

EXEMPT STATUS: Exempt

CHARACTERISTICS OF THE CLASS

Under the general direction of the City Development Director or designee, performs professional work concentrating on the management of short-range planning and development projects. Incumbent responsibilities include assisting in the project management of citywide planning proposals, coordination and representation on various boards and agencies, interpreting concerns of Commission, citizens and proprietors; support and coordination of the development Permit Application process, involvement in preliminary development negotiations. Assists and provides advice with respect to urban design issues. Administers, as directed, the land development regulations, and comprehensive land use plan and regulations. Duties may include redrafting and formulation of new codes. Conducts professional planning and urban design work in carrying out research on planning projects as required. Work is reviewed through oral and written reports, conferences and observation for adherence to established policies and procedures.

EXAMPLES OF ESSENTIAL FUNCTIONS

1. Assists in the project management of citywide development proposals ensuring compliance with architectural and urban design regulations.
2. Drafts reports and makes recommendations affecting planning and development projects.
3. Initially presents special projects, studies or other departmental reports before the staff, Advisory Board, City Commission and representative citizen groups.
4. Reviews development permit applications; attends meetings with developers to resolve design issues.

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5. Receives, reviews and processes applications for land use amendments, annexations, variances, rezoning, special exceptions, site plans and PUD amendments.
6. Provides basic administration of zoning regulations; prepares drafts of new regulations and amendments to land development regulations.
7. Where appropriate, serves as liaison and mediator between developers and residents.

NOTE: The examples of essential functions as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning specific duties not listed herein if such functions are a logical assignment to the position.

REQUIREMENTS

A. Training and Experience:

Bachelor's Degree from an accredited college or university in planning or urban design or a related field; two years professional experience in urban planning or an equivalent combination of professional training and experience.

Must maintain a valid State of Florida Drivers License as required by the position.

B. Knowledge, Abilities, and Skills:

Knowledge of the principles and practices of modern urban and environmental planning; familiarity with land economics, urban design and other related subjects as applied to development.

Knowledge of the laws, ordinances, and codes relating to land use plans and development regulations.

Knowledge of the Comprehensive Land Use Plan and Land Development Code.

Ability to prepare accurate, concise and timely documentation relative to department projects.

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Ability to handle complaints and enforce compliance with applicable regulations.

Ability to communicate effectively, orally and in writing, and to prepare concise, accurate reports and written recommendation for changes, revisions or amendments to codes and similar activities.

Ability to maintain effective working relationships with officials, other departments, public agencies and the general public.

Ability to work independently and in a team environment.

Skill in the operation of modern office equipment.

Skilled in the use of computer programs regarding department needs including Word and Excel.

C. Physical Requirements:

Task involves frequent walking; standing; sitting, some physical effort in bending, stooping, pulling, pushing, reaching, stretching, lifting and carrying objects of moderate weight (30 pounds); with standard dexterity in the use of fingers, limbs or body in the operation of office equipment. Task may involve extended periods of time at a keyboard.

D. Environmental Requirements:

Task is regularly performed without exposure to adverse environmental conditions.

E. Sensory Requirements:

Task requires visual perception and discrimination.

Task requires oral communications ability.

Task requires sound perception and discrimination

Task requires color discrimination.

Task requires depth perception and discrimination.

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Approved: _____ Date: _____
Human Resources Director

Approved: _____ Date: _____
Development Director

Received by: _____ Date: _____
Employee