



CITY OF STUART JOB ANNOUNCEMENT

Human Resources
121 SW Flagler Avenue
Stuart, FL 34994
www.cityofstuart.us

The City of Stuart is a historic coastal community with a population of 16,500 and offers unique downtown shops, galleries and restaurants that add to our small town charm. Awarded “America’s Happiest Seaside Town 2016” by Coastal Living and “Most Beautiful City 2008” by America in Bloom, the City of Stuart offers a quality lifestyle for residents and visitors alike.

Planner I

Hiring Range: \$19.99 - \$29.64 per hour

Pay Range: \$19.99 - \$29.64 per hour

Announcement Date April 17, 2018

Development Department

FLSA Status: Non-Exempt

Closing Date: Open Until Filled

In addition to a satisfying work environment where employees are respected and valued for their contributions, the City of Stuart offers an attractive benefits package and award-winning wellness program. We offer two (2) medical and dental plans, supplemental insurance, deferred compensation, retirement benefits through the Florida Retirement System, and more to all full time and part time eligible employees. We offer paid time off and paid holidays. The City pays up to 90% of employee medical insurance premiums for full time employees.

Characteristics of the Class

Under general direction of the administrative superior, incumbent performs a variety of routine and fairly complex tasks of a technical nature. Incumbent will participate in the plan and production process and coordinate with public and private sector entities associated with the daily operation of the development department. Responsibilities include current and comprehensive planning assignments.

Illustrative Duties (the following are highlights; please contact Human Resources for a detailed job description)

- Administers Land Development Regulations to general public, developers, engineers, and contractors.
- Responsible for site plans, re-zoning, subdivision and variance review and processing.
- Assists in the preparation of community development planning.
- Assist in development department’s annexation of property duties.

PLANNER I

- Provide assistance in presenting planning projects to committees, boards and commissions.

Minimum Qualifications and Education/Licenses and Certifications

Bachelor’s Degree from an accredited college or university in planning, public administration, geography, or related field. Minimum 2 years’ experience in planning, urban design, or related field preferred. Experience in review or site design of development projects; land development regulation review and interpretation for a government agency preferred; knowledge of Excel, PowerPoint, Word, GIS and AutoCAD a plus. Master’s Degree in Urban Planning may substitute for 1 year experience.

Must possess and maintain a valid Florida Driver License.

Essential Physical Skills and Environmental Conditions

Task is essentially sedentary with occasional walking, standing, and bending; frequent light to moderate lifting (30 pounds); standard dexterity in the use of finger, limbs or body in the operation of office or shop equipment. Task may involve extended periods of time at a keyboard. Task is regularly performed without exposure to adverse environmental conditions. Task requires sound, visual, color, depth and texture perception and discrimination. Task requires oral and written communications ability.

A City of Stuart Application for Employment can be obtained through our website (www.cityofstuart.us) or by visiting the Human Resources Department. Applications for employment may be submitted online, sent or hand-delivered to the Human Resources Department.

The City of Stuart is a tobacco-free workplace. All applicants must attest that they have not used tobacco products for the preceding 3-month period from the date of application. Candidates chosen for positions with the City of Stuart must undergo pre-employment screening to include verification of their non-use of tobacco products in order to be considered for employment.