



EMPLOYMENT OPPORTUNITY
GADSDEN COUNTY BOARD OF COUNTY COMMISSIONERS
QUINCY, FLORIDA

JOA No. 24-056

Date Posted: November 18, 2024

Senior Planner

Position Numbers: #0018

Growth Management Department

Salary Range: \$49,399.00 annually (\$23.75 hourly) to \$67,643.00

(\$32.52) Position Advertisement Closes: December 4, 2024

*****BACKGROUND CHECK AND DRUG SCREENING IS A CONDITION OF EMPLOYMENT*****

This position performs responsible work under limited supervision. Responsibilities involve short and long-range planning activities; requires familiarity with the Florida Growth Management Act; Knowledge of word processing and spreadsheet software; Knowledge and experience with Geographic Information Systems (GIS) to include the development and updating of such systems; Experience with the implementation of Comprehensive Plan and Land Development Regulations. Work is done under the general supervision of the Planning and Community Development Director.

ESSENTIAL DUTIES & RESPONSIBILITIES

The coordination of assigned planning programs such as land use, site plans and subdivision, development permitting and comprehensive planning; planning of water quality, recreation and school facilities, utilities, parking and transportation routes; preparing and making presentations; conducting research; and, maintaining records and files. Manages the County's GIS system and works with outside agencies to update and develop GIS applications. Coordinates with County Property Appraiser to make sure GIS information is current and accurate. Prepares reports and analysis in implementing and updating the County Comprehensive Plan and Land Development Code; Supervises and conducts research studies and formulates reports and recommendations related to such issues as urban service boundaries, community/neighborhood plans, land use, urban design, economic, housing and population bases. Confers with civic groups, developers, citizens and County officials on comprehensive planning, land use and related matters. Meets with various county, regional, state and local organizations engaged in planning activities and may represent the County at such meetings. This position requires a thorough knowledge of local land use and planning, ordinances, policies, regulations and pertinent information relating to County codes and includes technical and administrative support to the Planning Commission and Board of County Commission and the Development Review Committee. Candidate must have extensive knowledge of GIS, land development codes, comprehensive plans, building codes, and state statutes related to land development and planning. Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge and ability to use ARC View and ARC Map GIS programs. Ability to manage multiple and overlapping deadlines. Ability to manage complex issues and recommend appropriate action related to developmental proposals. Knowledge of modern office practices, procedures, and equipment, and ability to apply this knowledge to work problems. Ability to deal effectively and courteously with the public and co-workers; prepare documents and make minor and major decisions. Requires computer literacy and strong organizational, analytical, writing, speaking and public relations skills. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of an organization. Ability to apply common sense understanding to carry out instructions furnished in writing, orally, and/or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

MINIMUM QUALIFICATIONS:

Requires a Bachelor's degree in Urban Planning, Geography, Public Administration, Environmental Engineering or a closely related field with a minimum of four years planning experience or a Master's degree in one of the above-related fields and a minimum of two years planning experience. AICP Certification preferred. Must have demonstrable GIS experience.

Applications must be received by the closing date of the advertisement to be considered. Contact Human Resources @ 850-875-8648 regarding questions about the position. Apply online at <http://www.gadsdencountyfl.gov>

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