

Town of Lake Hamilton

JOB TITLE: Associate Planner

Pay Scale: \$35,568 - \$65,000 Exempt position

Department: Community Development

SUMMARY

Under the direction and supervision of the Community Development Director, the Associate Planner is responsible for performing complex planning activities, involving both current development and long-range planning.

ESSENTIAL JOB FUNCTIONS

- A. Utilizes discretionary authority after consulting with the Planning Director to interpret and apply town codes, comprehensive plan, ordinances, and regulations pertaining to zoning, land use, and site development.
- B. Researches, analyzes, prepares and recommends amendments to the town zoning, subdivision and related ordinances and development policies, after consulting with the Planning Director, and initiate actions necessary to correct deviations.
- C. Serves as project manager for development applications as assigned by the Planning Director.
- D. Reviews applications for commercial/industrial developments and subdivisions, rezoning, subdivision plats, site plans, legal descriptions, or other documents for proposed projects.
- E. Tracks assigned projects from initiation to project approval, excluding building permits.
- F. Determines if proposed development complies with Town codes/ordinances, and special agreements such as development agreements, conditional use permits and variances.
- G. Provides support for enforcement of Town codes and ordinances to the Code Enforcement Department.
- H. Provides technical assistance to the public and appointed officials and other departments.
- I. Interfaces and communicates with the public, outside agencies, and consultants regarding zoning, development and the comprehensive plan in the management and development of the town.
- J. Prepares written project analysis and staff reports, after consulting with the Planning Director about the report outline.
- K. Conducts site inspections as needed
- L. Attends local planning and zoning, board of adjustment, community redevelopment agency, and other public meetings as required, including night meetings as assigned by the Planning Director.
- M. Provides information to developers, attorneys, and residents on plans, applications, development codes and policies related to land development within the town.
- N. Researches and assists in the preparation of updates to the comprehensive plan.
- O. Assists with promoting enhanced building architecture and public space landscape architecture.
- P. Attends other Planning seminars, meetings, and trainings as instructed by the Planning Director.
- Q. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

- A. Bachelor's degree from an accredited institution in Urban Planning, Public Administration, or a related field and one year of experience for a municipality or similar agency; or an equivalent combination of relevant education and experience (3 years).
- B. Advanced computer skills (Microsoft Office Suite)

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Preferred Knowledge, Skills and Abilities:

- A. Knowledge of local codes and regulations relating to planning and zoning.
- B. Knowledge of general and technical planning concepts.
- C. Knowledge of state planning laws.
- D. Knowledge of GIS systems to integrate data with electronic maps is preferred.
- E. Ability to communicate clearly in English, both orally and in writing.
- F. Ability to prepare and maintain all planning related documents and reports.
- G. Ability to understand and interpret complex written material, analyze facts, exercise judgment and arrive at valid conclusions.
- H. Ability to establish and maintain effective working relationships with associates, other employees and the general public.
- I. Ability to walk, stand, or sit for extended periods of time.
- J. Ability to operate assigned equipment or vehicles.

Additional Requirements for employment:

- A. Must possess a valid Florida Class E driver license
- B. Pursuant to Florida Crime Information Center, must pass applicable post offer pre-employment testing, background and credit check process requirements.
- C. Will be required to demonstrate proficiency in spreadsheet and word processing software.

If you are claiming Veterans' Preference, you are responsible for providing the required eligibility documentation by the close date of the posting.