

NOTICE

EMPLOYMENT OPPORTUNITY

CITY OF WINTER HAVEN

P. O. BOX 2277 - WINTER HAVEN, FL 33883-2277

Phone (863) 291-5600 TDD (863) 291-5624

August 31, 2004

OPEN COMPETITIVE/PROMOTIONAL
PLANNER II

ESSENTIAL JOB FUNCTIONS: Performs advanced office and field planning work related to community development, housing, transportation, neighborhood revitalization, historic preservation, land use and zoning. Works both independently and as part of a team to develop and complete current and long-range planning projects, including site plan review, zoning, neighborhood planning and comprehensive plan amendments. Directs and supervises a variety of planning projects dealing with neighborhood revitalization, economic development, environmental planning and physical planning as designated by the Planning Manager. Prepares and analyzes maps and graphics using geographical, demographic and statistical information. Conducts research for reports on land use, economic base, utility systems, community facilities, population and housing. Compiles and analyzes data, prepares background materials, documentation, proposals and ordinances. Prepares or assists in the preparation of zoning and subdivision regulations. Responds to inquiries and provides information to the general public, City staff, elected officials and advisory boards on issues related to the City's development codes and Comprehensive Plan. Represents the City on various local and inter-governmental committees and boards, as assigned. Provides technical and administrative support and makes formal presentations to advisory boards and project study groups. This is not intended to be an all-inclusive listing of all essential job functions; the performance of other essential functions may be required.

KNOWLEDGE, SKILLS & ABILITIES: Knowledge of public planning principles and practices. Knowledge of economics and sociology as applied to public planning. Ability to direct and participate in complex planning studies and to analyze information and formulate substantive recommendations based upon such studies. Ability to interpret laws, rules and regulations. Ability to establish and maintain effective working relationships with City staff, outside agencies, advisory boards and the general public. Ability to direct the work of others.

MINIMUM EDUCATION & EXPERIENCE: Graduation from an accredited four year college or university with a degree in Planning or related field and three (3) years of public planning experience; or a Master's degree in Planning and one (1) year of public planning experience. Knowledge of spreadsheet and word processing software is required. Knowledge of GIS is preferred. An equivalent combination of education and experience determined to be directly related to the foregoing specific requirements may be substituted.

SALARY RANGE & FRINGE BENEFITS: \$35,942 – 54,365 annually. Twelve (12) vacation days per year; twelve (12) sick days per year; ten (10) paid holidays; three (3) personal days off. Medical and dental plan available. City pension plan and social security coverage.

CLOSING DATE: Open until filled. **FIRST REVIEW:** September 30, 2004

CONTACT: City of Winter Haven HR Office.

"EQUAL EMPLOYMENT OPPORTUNITY"
WOMEN AND MINORITIES ARE ENCOURAGED TO APPLY