



# SARASOTA COUNTY GOVERNMENT

## CLASS SPECIFICATION

CLASS TITLE: CLASS TITLE: PLANNER

CLASS CODE: 31822

EEO Code: 02

FLSA: Exempt

W/C Code: 8810

Pay Grade: 10

### MAJOR FUNCTION(S)

This is professional planning work in the development and analysis of information related to planning and development projects and initiatives throughout the enterprise. Examples include: Comprehensive Plan, Rezones, Developments of Regional Impact, Neighborhood Planning, regulating the requirements in the Zoning Ordinance and Land Development Review. May need guidance from Senior or Principal Planner.

### TYPES OF DUTIES

- Prepares and assist with reports and recommendations to the Planning Commission and Board of County Commissioners on the following as assigned: rezone/special exception petitions, variances, zoning ordinance amendments. DRI's.
- Develops and conducts special studies relative to land use and zoning issues.
- Assists the general public and County agencies and departments with general information requests regarding Planning and Development issues, zoning ordinances and land development regulations.
- Assists applicants with the submission and processing of rezone and special exception applications, or site and development proposals.
- Assists with preparation of plan amendment analyses and consistency reviews and confers with County and Municipal officials and the general public.
- Makes presentations to the Planning Commission.

### CORE COMPETENCIES

- Exercises Sound Financial Judgment
- Promotes Continuous Innovate Learning
- Improves Process and Builds Capacity
- Champions for Customer and Community

### JOB BASED COMPETENCIES (Specific for position)

- This level takes the information that is gathered and starts the analysis. Responsible for assisting and participating in the design and conduct of studies and analyses in support of planning and development plans and proposals. Works with other offices and agencies to gather data or research. Assists the public by telephone in person, or by computer.
- Solid understanding of the differences between the Comprehensive Plan, Zoning Ordinance, Land Development Regulations, State Statues regarding the planning legislation, etc. Also has the ability to generally understand technical aspects of transportation drainage, environmental systems analysis, land use theory, etc. Applying local regulations on a daily basis.

**JOB BASED COMPETENCIES (Specific for position)**

- **Listening/Communications:** Demonstrates the patience to hear people out. Responds responsibly.
- **Time Management:** Concentrates his/her efforts on the more important priorities. Anticipates barriers and requests help as needed.
- **Ownership and Accountability:** Will stand up and be counted.
- **Interpersonal Savvy:** Relates well to all kinds of people, up, down, and sideways, inside and outside the organization.
- **Learning on the Fly:** Enjoys the challenge of unfamiliar tasks.
- **Priority Setting:** Spends his/her time and the time of others on what's important. Quickly zeros in on the critical few and puts the trivial matters aside.
- **Composure:** Is cool under pressure; is not knocked off balance by the unexpected.
- **Problem Solving:** Alerts team leader. Identifies problems and focuses on solutions. Seeks out available resources and information, and offers possible solutions.
- **Written Communications:** Able to write clearly and succinctly in order to communicate data effectively. Can get messages across that have the desired effect.
- **Decision Making:** Makes good decisions based upon a mixture of analysis, wisdom, experience, and judgment. Makes decisions in a timely manner. Willing to ask for help as needed.
- **Presentation Skills:** Basic presentation skills necessary to present to Planning Commission and other groups as needed. Open to coaching and critiquing.
- **Political Savvy:** Recognizes sensitive topics; handles them skillfully or refers them to others as appropriate.
- **Project Management:** Breaks down own work into process steps. Anticipates and adjusts for problems and roadblocks. Understands own role in the bigger picture.
- **Perspective:** Recognizes there are other perspectives and learns from others.

**MINIMUM QUALIFICATIONS**

Bachelor's Degree in Planning, Geography, or a closely related field, and two years related professional planning experience. A Master's Degree in Planning, or a closely related field can substitute for one year of the required experience. Progressively responsible professional experience in planning can substitute on a year-for-year basis for the required college education. Becoming proficient of GIS capabilities i.e., interpret maps and ability to perform queries using GIS software.

**APPROVED BY:**



Joanie Whitley, GM Human Resources

**DATE:**

3/26/07