

**MAJOR FUNCTIONS**

This is professional and managerial work directing the staff and resources of the Land Use Planning Division of the Tallahassee-Leon County Planning Department. The division is responsible for evaluating land development applications, rezonings and Planned Unit Developments for consistency with the Comprehensive Plan, and preparing amendments to regulations. Final work products are presented orally or in writing. The incumbent assigns and coordinates the work of professional planning staff may serve in the absence of the department director and prepares and administers the division's budget. An employee in this class receives general supervision from the Planning Director and performs duties in accordance with established procedures and policies.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Serves as lead staff person on matters that pertain to amendments to the zoning map and site plan review and subdivision regulations as assigned. Reviews development applications for consistency with the Comprehensive Plan. Evaluates land development regulations, prepares amendments to regulations, presents final work product in writing or verbally. Attends meetings of the City and County commissions and meetings of appointed planning boards or committees. Identifies work tasks for inclusion in the Division's annual work program. Prepares the division's budget and administers land use programs, including personnel and purchasing functions. Evaluates problems, coordinates responses to citizens and elected officials through the Citizen Relations Office. Prioritizes and makes work assignments to staff. Conducts site visits. Analyzes land use applications. Prepares oral and written reports concerning same. Administers Planning Commission and the Canopy Roads Citizens Committee. Sits as a member of the City of Tallahassee and the Leon County Development Review Committees. Prepares and/or supervises the preparation of agendas and agenda materials for the Planning Commission and the Canopy Roads Citizens Committee. Researches and prepares reports on land use studies. Administers public hearing process on developments of Regional Impact and participates in the review process. Reviews minutes of Planning Commission and Canopy Roads Citizens Committee. Prepares memoranda and correspondence pertaining to any aspects of zoning or current plans. Recommends the hiring, transfer, advancement, discipline, grievance resolution and discharge of employees. Conducts performance appraisals and recommends the approval or denial of merit increases. Performs related work as required.

**Other Important Duties**

Engages in community involvement, as it relates to land use planning issues. Prepares agenda items. Attends hearings, seminars, and workshops in order to keep abreast of land use planning issues and requirements. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Thorough knowledge of planning principles, practices and the socioeconomic implications of planning. Thorough knowledge of zoning, subdivision regulations and other development ordinances. Thorough knowledge of City's and Leon County's land development regulations. Thorough knowledge of principles pertaining to urban planning, such as land use concepts and land use impact considerations. Considerable knowledge of laws and regulations relating to planning. Ability to assist in the preparation of master development plans and to maintain them with technical accuracy and general engineering principles. Demonstrated ability to administer planning programs in accordance with modern practices and standards. Considerable ability to establish and maintain effective relationships with subordinates, other agencies and the general public. Ability to analyze difficult planning programs and to develop a

positive course of action. Ability to negotiate complex land development issues. Ability to assign and review work of employees and provide proper instructions in a manner conducive to improved performance and high morale. Ability to communicate effectively, both orally and in writing. Skills in research and report writing. Skill in the use of microcomputers and the programs and applications necessary for successful job performance.

Minimum Training and Experience

Graduation from a college or university with a Master's degree in Planning, Landscape Architecture, Engineering or a related area and four years of experience that includes Urban Planning; or an equivalent combination of training and experience. One year of the required experience must have been in a supervisory capacity.

Necessary Special Requirements

Possession of a valid State driver's license at time of appointment.

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