

Emerald Coast Regional Council Job Description

JOB TITLE: Planner IV

REPORTS TO: Community & Econ. Development Manager

TRAVEL: 25-50%

LOCATION: Destin, FL or Pensacola, FL

FLSA STATUS: Exempt

ROLE & LEVEL: P4

WORK OBJECTIVE:

Performs seasoned-level professional urban and transportation planning work for the Emerald Coast Regional Council (ECRC). Develops planning studies and reports in support of new and updated plans, programs and regulations. Work is performed under nominal direction with considerable latitude in the use of initiative and independent judgment. Position develops solutions to non-routine issues, without appreciable guidance from others and exercises significant latitude in determining best approaches to critical assignments.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Performs and manages complex and sensitive professional planning projects
- Prepares reports to evaluate activities related to programs; recommends improvements and modifications
- May assign work to or direct professional staff and provide appropriate programmatic training as needed
- Participates in budget preparation and administration; monitors and controls expenditures
- Receives, reviews, and may prepare monthly progress reports and invoices for projects related to assigned area of responsibility
- Develops plans, studies and data-based analyses on regional basis related to assigned area of responsibility
- Serves as liaison between community groups, government agencies, developers and elected officials
- Researches grant programs and writes or reviews final grants related to assigned area of responsibility; maintains reports and financial accounting for grant funded projects
- Oversees specialized planning functions such as large-scale new development proposals and environmental studies
- Advises various councils, boards, commissions and elected officials in planning-related issues
- Attends meetings related to area of responsibility to serve as a representative of the agency (may include evenings and weekends)
- Prepares annual reports for organizations related to assigned area of responsibility
- Provides overall management to specific programs and organizations

MINIMUM QUALIFICATIONS:

Created: August, 2015

Revised: May, 2019

File name: Planner IV

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Bachelor's degree in urban planning, architecture, public policy or related field; supplemented by eight (8) or more years' planning experience that provide advanced knowledge of a relevant specialization such as transportation, land use, or affordable housing. An equivalent combination of education, certification, training, and/or experience may be considered. Must pass a pre-employment drug screen and background check.

In addition to meeting the minimum qualifications listed above, an individual must be able to perform each of the established essential functions in order to perform this job successfully.

PREFERRED QUALIFICATIONS:

- Advanced computer skills
- REMI/Economic modeling experience
- GIS experience

KNOWLEDGE, SKILLS, AND ABILITIES:

- Advanced knowledge of urban planning and development and local government policies and procedures
- Advanced knowledge of specialization such as housing, zoning, historic preservation, and economic development
- Advanced knowledge of pertinent federal, state and local laws, codes and regulations including recent changes
- Advanced knowledge of research methods and statistical principles related to urban growth and development
- Skill in the use of Microsoft Office products (Word, Outlook, and Excel)
- Ability to analyze and define problems, identify alternative solutions, estimate consequences of proposed actions, and implement recommendations in support of goals
- Ability to exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to establish and maintain effective working relationships with those contacted in the course of work
- Ability to develop and interpret budgets, contracts, and fiscal and financial reports
- Ability to effectively present information and technical advice to top management
- Ability to manage multiple priorities to ensure that deadlines are met
- Ability to delegate, manage, and supervise effectively

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PHYSICAL REQUIREMENTS:

Tasks involve light physical effort (i.e., some standing and walking, or frequent light lifting of less than 10 pounds) and minimal dexterity in the use of fingers and limbs in the operating of office equipment. This job operates in a professional office environment. Tasks may involve extended periods of time sitting at a workstation and utilizing a keyboard.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed in a typical office environment without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

SENSORY REQUIREMENTS:

Tasks require sound and visual perception and discrimination. Tasks require oral communications ability.

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This job description does not constitute an employment agreement between the ECRC and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The ECRC is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the ECRC provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Name (print)

ECRC Representative's Name (print)

Employee Signature

ECRC Representative's Signature

Date

Date