



**SENIOR PLANNER  
JOB DESCRIPTION**

JOB TITLE: Senior Planner	CLASSIFICATION: Professional	IMMEDIATE SUPERVISOR: Director of Planning and Zoning
PAY GRADE: 138	DEPT: Planning & Zoning	STATUS: <u>FT</u> PT <u>EXEMPT</u> NON-EXEMPT BARG UNIT <u>NON-BARG UNIT</u>

**JOB SUMMARY:** Responsible for advance-level professional planning work and managing projects to completion. Areas of assignment may include: zoning, land use and comprehensive planning including technical and inspection services related to development review, annexation, and capital improvements. This position also provides technical support to the Engineering and Community Development Departments and presents development applications before various Village Boards.

**SUPERVISION EXERCISED:** May have oversight or partial supervision of consultants, Arborist, or other third party contracted help.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Review, research, field inspect, analyze and writes staff reports, with staff recommendations, findings and conditions, for various types of development applications. Interact with applicants to suggest improvement and/or modification of development applications to better comply with Village ordinances and standards.
- Present reports and recommendations to the Planning and Zoning Commission and other committees and groups as required.
- Assist applicants and the general public with interpretation of adopted development regulations and standards, and provide information about the development review process.
- Assists with the formulation and implementation of planning studies and projects.
- Assists with formulating and implementing the Village’s Comprehensive Plan and preparing revisions to the appropriate elements based on research and analyze of social, economic and physical factors.
- Reviews the impact of development projects and their functional relationships among their internal and external elements such as structures, signage, vehicular use areas, on-site improvements, pedestrian movement, landscaping, aesthetic quality, environmental conditions and other appropriate design elements.
- Updates planning databases annually.
- Reviews building permits for consistency with development orders and the Village Code.
- Reviews, interprets, and reconciles legal property documents and exhibits as necessary.

**OTHER DUTIES:**

- Assists with Village departments, other agencies and the general public with issues.

- Performs other related duties as required.

**DESIRED MINIMUM QUALIFICATIONS:**

Education and Experience:

- Bachelor's degree in Urban/Regional Planning, or closely related field
- Prefer Master's degree in Urban/Regional Planning;
- At least two (2) years of experience in planning.
- Any related combination of training and experience.

Knowledge, Skills and Abilities:

- Knowledge of business English, grammar, and basic math. Ability to prepare and compose letters and reports.
- Ability to organize and analyze information, formulate substantive recommendations and present them concisely; ability to communicate effectively in oral and written form, through public presentations and written reports.
- Ability to make decisions based on department policy.
- Ability to establish and maintain effective working relationships with other employees, departments, government officials, and the general public.
- Knowledge and experience with ProjectDox and OAS.
- Knowledge of the principles, practices, and techniques of urban planning, with knowledge as it applies to local planning and development standards as well as master planning.
- Knowledge of the principles and techniques involved in the development and maintenance of the Village's Comprehensive Plan.
- Some knowledge of current trends in local, regional, state and federal planning, current literature, sources of information and legislation affecting city planning and development, as well as knowledge of economics, public finance and sociology as it applies to urban planning.
- Completion of NIMS Training as required

**SPECIAL REQUIREMENTS:**

- No more than two (2) moving violations within the last 12 month period; No more than six (6) violation points on your license within the last 24 months.
- AICP certified or ability to be certified.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit for longer periods of time, talk, hear, and use hands to manipulate, handle, feel or

operate objects, tools, or controls, and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds, and occasionally lift and/or move up to 30 pounds of dead weight with knees extended and bending from the waist down. Employee must be able to drive a Village Vehicle. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and ability to adjust focus. In addition, the employee must be able to rotate the neck frequently, extend hands/arms overhead frequently, and turn fully from a fixed stance.

**TOOLS & EQUIPMENT USED:**

OAS and ProjectDox, Code of Ordinances, personal computer, GIS, calculator, plats, site plans, master plans, blueprints, maps, telephone, scanner and other related equipment.

**ENVIRONMENTAL CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee rarely works in outside weather conditions, but may be asked on occasion to work events or special functions outside, and is occasionally exposed to hot, wet and/or humid outside conditions, cooler outside temperatures, traffic hazards, bright/dim light, toxic or caustic chemicals, such as cleaning chemicals, and uneven grounds such as grassy or construction areas. The noise level in the work environment is generally quiet when in the office, but may be moderately noisy on busy days or when outside or in the field.

**SELECTION GUIDELINES:**

Formal application, evaluation of education, training and experience; oral interview and reference, DMV, background and criminal checks; job related tests may be required. The Village of Royal Palm Beach is a Drug Free Workplace and an Equal Opportunity Employer.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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

**JOB DESCRIPTION HISTORY:**

Created: 08/11/06

Revised: 11/05/08

Revised: 08/27/21

Revised 10-04-24