

City of Fernandina Beach
Job Description

PLM
City Manager's Signature
9/20/18
Date

Title: Planner II
Department: Planning
FLSA Status: Exempt
Reports to: Planning Director
Pay Grade: 136

Minimum Qualifications

- A. Education and Experience:
Bachelor's degree in Planning or related field and four (4) years related work experience in municipal planning and zoning required. Master's degree in urban or regional planning (or closely related field) preferred. Two (2) years experience in Florida and Technical Review and site plan processes required. Proficiency in Microsoft Office Suite, Geographic Information System, and AUTOCAD preferred. A comparable amount of training, education, or experience may be substituted for the minimum qualifications.
- B. Certifications:
American Institute of Certified Planners certification preferred. Valid Florida driver's license required.
- C. Knowledge, Abilities, and Skills:
Knowledge of Florida's planning laws, concurrency management and land development regulations helpful; Geographic Information System experience preferred. Must possess excellent oral and written communication skills.

General Description

Responsible professional work assisting in the administration of the City's Land Development regulations and codes. Work involves review of potential development projects, providing internal and external facilitation of development projects and issue resolution associated with the City's overall development and permitting processes. Work involves considerable public contact, often of a sensitive nature and requires the exercise of patience, sound judgment, tact and diplomacy. Responsible for the attendance and presentation of reports to the various Boards and Commissions by the department.

Essential Functions

1. Responsible for various facets of growth management and development including development reviews, comprehensive planning and related activities.
2. Reviews and makes recommendations regarding annexations, land use plan amendments, rezoning, conditional uses, site plans and plats for conformance with the City land development code using established planning principles.
3. Reviews site plans, building permits and specifications for land development projects applying ordinances relating to zoning, setbacks, trees, plats, historic

