

CITY COMPREHENSIVE PLANNER**SUMMARY:**

Under limited direction, supervises Comprehensive Planning Division. Primary job functions include updating and implementing elements of the West Palm Beach Comprehensive Plan; preparing Evaluation Appraisal Reports; overseeing the Concurrency Management System to ensure the integrity of public infrastructure (roads, water, sewer, public schools, etc.) necessary to support growth and land development; preparing and implementing downtown master plan, neighborhood plans and revitalization strategies; providing guidance and staff support to citizen committees; preparing technical and professional reports and presentations; conducting special studies; maintain communication with the Florida Department of Community Affairs and responding to information requests from local organizations and the general public.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

DUTIES AND RESPONSIBILITIES: *(which are not in any hierarchical order)*

1. Supervision of Comprehensive Planning Division.
2. Oversees the comprehensive planning and revision process.
3. Oversees staff's analysis and makes recommendations to the City Planning Board and City Commission development conformance with comprehensive plan, other plans or policies.
4. Oversees the preparation and quality of planning related reports, documents and agendas for the City of West Palm Beach officials, committees, boards and other special agencies and organizations.
5. Ensures the efficient and timely processing of all planning related applications.
6. Responds to planning-related inquiries from the general public and other agencies and organizations.
7. Prepares amendments for code compliance, maps and graphic presentations for the department.
8. Participates and coordinates activities with other agencies related to the request for proposals and corresponding completed plans and bids.
9. Assists in preparing and administering annual planning grants applications and updates plans for compliance with federal, state, and other applicable regulations.
10. Monitors and provides assistance to the Downtown Action Committee, the Planning Board, the City Commission and other groups. Makes presentations to groups.
11. Provides input pertaining to landscape components in neighborhoods, site and master plans and design guidelines.
12. Performs fieldwork and research for comprehensive planning.
13. Monitors progress on work programs, schedules work activities and documents progress.
14. Recommends hiring, promotion, and termination of staff. Develops performance evaluations.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of comprehensive planning, zoning, and transportation planning principles.
- Knowledge of state planning laws and applicable Federal regulations.
- Skill in using personal computers, standard and customized software application, common and specialized office machinery and equipment.
- Skill in research and technical analysis of planning-related information.
- Ability to communicate effectively, graphically, orally and in writing.
- Skill in supervising, evaluating, training and motivating employees.
- Ability to make sound assessments and recommendations based on research data.
- Ability to work in a team environment with multiple disciplines.
- Ability to make sound decisions and work independently.
- Ability to establish and maintain effective working relationships with those contacted during the course of the workday.

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PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves detailed concentration for long periods of time in a modified office environment and may involve outdoor work sites. There may be occasional need for light lifting. The City of West Palm Beach promotes a drug/alcohol free work environment through the use of mandatory pre-employment drug testing. This position may also require the use of City vehicles on City business. Individuals must be physically capable of operating the vehicles safely and have an acceptable driving record.

MINIMUM QUALIFICATIONS: Master's degree from an accredited college or university with a major in Urban or Regional Planning, Public Administration, Architecture, or a closely related field, and five (5) years of progressively responsible working experience in a planning environment, including one (1) year supervisory experience, or any equivalent combination of training and experience. Certification by the American Institute of Certified Planners (AICP Certification) is required. A valid Florida driver's license is required.