

**City of Dunedin, Florida  
Class Description**

**Planner I**

**GENERAL STATEMENT OF JOB**

Performs entry-level professional planning work in the Community Development Department with emphasis on project review and comprehensive planning. The nature of work is characterized by performance of technical and administrative duties for which skill in comprehensive integration and coordination of administrative functions is required. Work is often project oriented involving a full scope of activities and accountability from planning, initiation, execution and coordination to implementation and evaluation. The position provides support in project research, supporting staff at various public meetings, performing clerical duties and providing overall office support. The position provides excellent customer service to internal and external customers on a daily basis. Work is performed independently under limited supervision with considerable latitude. The position reports to the Director of Community Development, or designee.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**Example of Essential Job Functions**

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbents(s) of any particular position.

Analyzes information related to planning initiatives, such as land use policies, environmental impact of projects, or long-range planning needs.

Coordinates and administers Development Review Committee (DRC) activities and supports additional boards and commissions as needed.

Reviews building permits and business tax receipts for compliance with applicable zoning codes and land use regulations.

Assists in leading and managing consultant led planning activities and initiatives including all public outreach components.

Assists in the preparation of land use/zoning maps and processes applications for various land use applications.

Processes applications for zone changes, subdivisions, site plans, variances and conditional uses.

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Answers questions and provides information to the public on planning and zoning matters.

Performs other duties as assigned and supports other City departments as needed.

**General Planning**

Assists with advanced planning activities and revisions to the Comprehensive Plan, Land Development Code, corridor studies and other long-range plans for neighborhoods and corridors.

Prepares technical reports, working papers, and correspondence for the Local Planning Agency and City Commission.

Conducts extensive research in specific or general project areas. Researches and develops economic, population, land-use and traffic projections.

Represents Community Development in the legislative or administrative approval of land development projects.

Participates in public meetings or hearings to explain planning proposals, to gather feedback from those affected by projects, or to achieve consensus on project designs.

Assists in managing amendments to the Comprehensive Plan and Appraisal and Evaluation reporting.

Compiles data and prepares reports for special research projects as assigned.

Assists in preparing presentation materials as requested.

Occasionally attends evening and weekend meetings.

Assists with site visits as needed.

**MINIMUM TRAINING AND EXPERIENCE**

Bachelor's degree in urban planning or related discipline; supplemented by one (1) or more years' experience in planning and zoning; an equivalent combination of education, certification, training, and/or experience may be considered.

American Institute of Certified Planners (AICP) certification or the pursuit of certification is desirable.

Experience with Geographic Information Systems (GIS) software, spreadsheets, and other similar databases used to compile, query, analyze, and interpret data is desirable.

## SPECIAL REQUIREMENTS

Must possess or obtain a valid Florida driver's license.

Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.

This position is Category B for the purposes of Dunedin Emergency Management. The incumbent may be required to be onsite/available as scheduled during times of emergency as declared by the City/County Commission or City Manager.

## PERFORMANCE INDICATORS

**Knowledge of Job:** Has thorough knowledge of the planning principles, practices and procedures as they pertain to the performance of the essential duties of the Planner I position. Knowledge of general planning practices. Knowledge of principles, methodology, practices of research and data collection. Knowledge of effective writing techniques.

Knowledge of relevant Federal programs. Knowledge of computer hardware and software programs, which may include Microsoft Office, Internet applications, database management, or GIS.

Ability to organize work for timely completion and work with minimal supervision.

Ability to work on several projects or issues simultaneously and prioritize accordingly.

Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes.

Ability to clearly communicate and understand information in English, both orally and in writing.

Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work.

Ability to regularly attend work and arrive punctually for designated work schedule.

## PERFORMANCE APTITUDES

**Data Utilization:** Creative problem-solving skills to gather relevant information to solve less well-defined practical problems.

**Human Interaction:** Oral communication and interpersonal skills to present research

findings to various boards and committees. Requires the ability to exchange information for the purpose of obtaining information or clarifying details. Group facilitation skills for use with community workshops. Ability to work independently or in a team environment as needed.

**Equipment, Machinery, Tools and Materials Utilization:** Requires the ability to use, operate and/or handle equipment such as a computer, copier, fax machine, telephone, etc. Has knowledge of and skill in the use of modern office practices and equipment. Is able to type accurately at a rate sufficient for the successful performance of assigned duties.

**Verbal Aptitude:** Requires the ability to use a variety of reference and descriptive data and information. Has knowledge of proper English usage, vocabulary, punctuation and spelling.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; calculate decimals and percentages. Requires the ability to calculate, compute, summarize and/or tabulate data and/or information. Includes the ability to perform subsequent actions in relation to these computational operations.

**Functional Reasoning:** Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives. Is able to read and interpret various materials pertaining to the responsibilities of the job. Has the ability to comprehend, interpret and apply regulations, procedures and related information

**Situational Reasoning:** Requires the ability to exercise the judgment required in situations characterized by repetitive or short-cycle operations covered by set procedures or sequences. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to use independent judgment in performing routine and non-routine tasks. Has the ability to plan, organize and prioritize daily assignments and work activities.

## ADA COMPLIANCE

**Physical Ability:** Tasks involve the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, filing and/or the use of office equipment or supplies.

**Sensory Requirements:** Tasks require visual and auditory perception and discrimination as well as oral communications ability.

**Environmental Factors:** Tasks are regularly performed without exposure to adverse

environmental conditions. Tasks may require extensive VDT exposure.

*The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

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Director of Community Development