

**City of Dunedin, Florida**  
Class Description

**JOB TITLE: Planner II**  
Planning & Development Department

**GENERAL STATEMENT OF JOB**

Performs intermediate-level professional planning work in the Planning and Development Department with emphasis on traffic and comprehensive planning. Reviews traffic and corridor studies, comprehensive plan updates and amendments. Acts as the City staff liaison to Florida Department of Transportation (FDOT), Forward Pinellas, and the Pinellas Suncoast Transit Authority (PSTA). Work is performed independently under limited supervision with considerable latitude. Position typically requires processing and interpreting of more complex, less clearly-defined issues. Reports to the Director of Planning & Development.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**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.*

**General Planning**

Works with staff and consultants on corridor studies and corridor planning.

Develops long range plans for neighborhoods and corridors.

Writes and presents formal and technical reports, working papers, and correspondence.

Conducts extensive research in specific or general project areas

Represents Planning & 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.

**Transportation Planning**

Coordinates with the Florida Department of Transportation (FDOT), Forward Pinellas, and the Pinellas Suncoast Transit Authority (PSTA) on any policy or project that affects the City.

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Defines or updates classification of roadways using FDOT's Complete Streets guidelines.

Analyzes information from traffic counting programs.

Prepares reports or recommendations on multi-modal transportation plans.

Documents and evaluates transportation project needs and costs.

Analyzes and interprets data from traffic modeling software, geographic information systems, or associated databases.

Recommends multi-modal transportation system improvements or projects, based on economic, population, land-use or traffic projections.

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

Reviews and approves traffic impact analysis requirements for development applications.

### **Parking Planning**

Regularly involved in the analysis, enhancement and implementation of parking processes and program efficiencies through-out the organization.

Uses Geographic Information Systems (GIS) software, spreadsheets, and other databases to compile, query, analyze, and interpret on-street and off-street parking and curb use data;

Coordinates the collection of data and research (i.e. demographic information, transportation-system-performance, and transportation-behavior) into the analyses for policy recommendations;

Reviews and approves parking requirements for development applications and building permits.

**Comprehensive Planning**

Manages comprehensive plan appraisal and evaluation reporting.

Prepares updates and amendments to the comprehensive plan.

Writes, or assists in writing, a variety of ordinances and reports relating to the comprehensive plan.

Conducts required research and follows-up on comprehensive plan inquiries.

Creates documents, graphics, forms, and maps as needed for the comprehensive plan.

Reviews development applications for consistency with the comprehensive plan.

Evaluates the adequacy of public facilities in meeting current and projected needs as expressed in the comprehensive plan.

Occasionally attends evening and weekend meetings

Performs other duties as assigned and/or required.

**MINIMUM TRAINING AND EXPERIENCE**

Bachelor's degree in urban planning or related discipline; supplemented by two (2) or more years' experience in planning and zoning; an equivalent combination of education, certification, training, and/or experience may be considered.

**SPECIAL REQUIREMENTS**

Must possess a valid Florida driver's license.

**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 II position. Knowledge of transportation planning, parking planning and comprehensive

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planning. Knowledge of principles, methodology, practices of research and data collection. Knowledge of effective writing techniques.

Knowledge of relevant Federal transportation programs. Knowledge of computer hardware and software programs, which may include Microsoft Office, Internet applications, econometric or transportation modeling, 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.

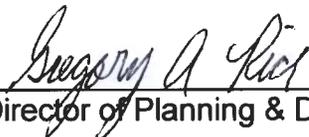
### **ADA COMPLIANCE**

**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 Planning & Development

  
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Date