

**MAJOR FUNCTION**

This is professional and technical work administering the requirements of the City's Zoning, Site Plan and Subdivision Regulations. The incumbent serves as the Land Use Administrator, in accordance with Chapters 9 and 10 of the City of Tallahassee's Land Development Code. Work is performed under the administrative direction of the Land Use and Environmental Services Administrator and the Director-Growth Management, in accordance with modern standards of urban planning administration.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Manages the City's site plan, subdivision and planned unit development review and approval processes. Serves as the interpretative authority for standards, regulations, and requirements of Chapters 9 and 10 of the City of Tallahassee's Land Development Code, including representing the Growth Management Department in meetings with the Planning Commission as it relates to Plat and Planned Unit development approvals. Directs the variance and administrative appeal processes for the Board of Adjustments and Appeals. Serves as staff to the Development Review Committee. Reviews and conducts research for land use applications and issues Land Use Compliance Certificates. Makes presentations to private organizations; and participates in individual conferences. Keeps abreast of professional developments in the field of planning by outside reading, study, and attendance at professional meetings. Performs related work as required.

**Other Important Duties**

Engages in community involvement as it relates to land use planning issues. Prepares agenda items. Attends hearings, seminars, and workshops in order to keep abreast of land use planning issues and requirements. Attends meetings of the City Commission, appointed planning boards or committees, as necessary. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Thorough knowledge of City's land development regulations. Thorough knowledge of principles pertaining to urban planning, such as land use concepts and land use impact considerations. Considerable knowledge of laws and regulations relating to planning. Knowledge of local demographics, geography and socio-economics considerations. Skill in research and report writing. Demonstrated ability to administer planning programs in accordance with modern practices and standards. Considerable ability to establish and maintain effective relationships with coworkers, other agencies and the general public. Ability to analyze difficult planning programs and to develop a positive course of action. Ability to assist in the preparation of comprehensive master plans and to maintain them with technical accuracy. Ability to negotiate complex land development issues. Ability to review work of other employees and provide proper instructions in a manner conducive to improved performance and high morale. Ability to establish and maintain effective working relationships as necessitated by the work. Skill in the use of microcomputers and the programs and applications necessary for successful job performance.

**Minimum Training and Experience**

Possession of a master's degree in urban planning, geography, landscape architecture, public administration, a field related to the aforementioned areas or a field directly related to the area to which the position is assigned, and two years of professional experience that includes urban land use planning; or an equivalent combination of training and experience.

Necessary Special Requirements

Must possess a valid Class E State driver's license.

An incumbent of this job classification will be required to file a financial disclosure statement with the Supervisor of Elections in their county of residence, in compliance with Florida Statutes, Chapter 112, Part III. Such filing is required within 30 days of placement in a covered position, annually thereafter by no later than July 1 of each year in which they serve in the covered position, and within 60 days of leaving the covered position.

Established: 12-10-07

Revised 05-14-09