



Baker County Board of Commissioners

Planner I

JOB OVERVIEW

Under general supervision of the Community Development Director, the Planner I position, a technical position, is primarily assisting the Director in all planning efforts; research and due diligence; assisting the public; code enforcement and compliance; and outreach on behalf of the department.

General responsibilities include the following, but not limited to, evaluating and formulating land use and zoning strategies; conducting policy research; applying the Comprehensive Plan's Goals, Objective, and Policies and Ordinance Code's Land Development Regulations; preparing staff reports and presentations of applications and proposals; and engage in permitting, building, code enforcement, and project management. Will perform a full range of duties as assigned.

MINIMUM QUALIFICATIONS

- Bachelor's Degree in Planning or related field or a minimum of three years' experience in related field; knowledge of general planning procedures, philosophy, and techniques.
- Valid Florida Driver's License and a driving record acceptable to insurance provider.

CORE COMPETENCIES

- **Customer Commitment** - Proactively seeks to understand the needs of our customers and provide the highest standards of service.
- **Dedication to Professionalism and Integrity** - Demonstrates and promotes fair, honest, professional, and ethical behaviors that establishes trust throughout the organization and with the public we serve.
- **Organizational Excellence** - Takes ownership for excellence through one's personal effectiveness and dedication to the continuous improvement of our operations.
- **Success through Teamwork** - Collaborates and builds partnerships through trust and the open exchange of diverse ideas and perspectives to achieve organizational goals.

JOB SPECIFIC COMPETENCIES

- Knowledge of laws and regulations relating to planning and land use, including the State of Florida Planning Act.
- Skill in operating computers, including geographic information systems, and other office machines.
- Ability to communicate technical and legal information clearly and succinctly, verbally and in writing.
- Ability to review site plans for compliance with zoning standards.
- Must be able to deal and communicate courteously and effectively with public.
- Basic knowledge of land use, zoning, site planning and growth management concepts.
- Knowledge of County Comprehensive Plan, Ordinance Code, Flood Control Ordinance, and various growth plans.
- Ability to read and interpret maps, plats, and technical material relating to land use and zoning.

REPRESENTATIVE DUTIES

Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform one or more of the activities described below.

- Provide day to day customer service and interaction with citizens.
- Conducting site visits, inspections, field surveys and investigations to determine compliance with County regulations as it relates to new developments.
- Assess consistency and compliance with and between the Comprehensive Plan and the Ordinance Code's Land Development Regulations.
- Conducts research and prepares quantitative analyses and reports.
- Receive code enforcement complaints and prioritize magnitude of issues; log in and track complaints on computer.
- Attend meetings of the Planning Commission and Board of County Commissioners.
- Prepare agenda items and make recommendations regarding development applications to the Community Development Director.
- Manage, coordinate, and complete special projects as assigned by the Community Development Director. Prepares and submits required reports to federal/state reporting agencies.
- Required to sit; use hands to type, feel, or handle; talk and hear.
- Occasionally required to stand; walk; reach with hands and arms; and stoop and kneel.
- Must be able to perform some duties outside in heat and cold weather.
- Must be able to lift and/or move up to 25 pounds.
- Acceptable vision and hearing (with or without correction).
- Reports to the Community Development Director

This classification description is not intended to be, nor should it be construed as an all-inclusive list of the duties associated with a particular position. Management may require incumbents to perform job duties other than those contained in this document at any time.