

June 7, 2017



**City of Venice, Florida**  
**Job Announcement No. 1794**

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**Classification Title:** Planner

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**Department:** Planning & Zoning

**Pay Grade:** (AFSCME) 136

**FLSA Status:** Exempt

**General Statement of Job**

Performs professional work of an administrative and technical nature related to municipal planning and zoning functions

**City Expectations:**

All City of Venice employees are expected to demonstrate PRIDE in their jobs by being Productive, Responsible, Innovative, Dedicated and Ethical.

In addition, certain essential city services are required to be maintained in any civil emergency. Depending upon the type of emergency, any and all employees may be activated as essential employees in the event of an emergency.

**Specific Duties and Responsibilities**

**Essential Functions:**

1. Reviews requests and makes recommendations for property development including rezoning, special exceptions, site plans, comprehensive plan amendments, variances, and subdivision plats.
2. Coordinates various development services programs including Local Business Tax Receipts, Open Air Café and Merchandise Display permits to ensure compliance with applicable regulations and requirements.
3. Responds to public requests for information regarding municipal development or planning and zoning issues.
4. Makes recommendations and presentations to various boards and public groups.
5. Prepares reviews and implements the City's comprehensive plan and land development codes and regulations.

6. Researches, collects, analyzes, and summarizes data for reports as assigned.
7. Performs field surveys of property to inventory existing use and conditions
8. Responsible for staying current with all governing regulations and compliance requirements.
9. Safely and efficiently drives and operates city vehicles as required

**Responsibilities:**

Responsible for accuracy and timeliness of all assignments/projects. Responsible in work to the Community Development Director

**Minimum Education and Training**

**Planner (136)**

A Bachelor Degree in the planning field with three (3) years experience in municipal planning; or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

**Minimum Qualifications and Standards Required**

**Skill Requirements:**

Knowledge of applicable codes/regulations and capable of providing consistent and accurate interpretations. Ability to work independently of direct supervision and capable of sustaining regular and predictable attendance. Ability to communicate effectively; write professional quality correspondence and reports, and present oral reports in a clear, concise and understandable manner to both technical and non technical persons. Must be able to establish and maintain effective working relationships with other employees, department directors and the general public. Possess a valid Florida Driver's license (or valid out-of-state driver's license), free of any serious violations. Out-of-state applicants have 30 days from start of employment to attain a valid Florida Driver's License.

Requires a working knowledge of Microsoft office 2003 or higher to include Word and Excel. Must have a basic understanding of Windows operating system. Familiarity of AS400/Sungard applications preferred. Working knowledge of the Group Wise email application or equivalent and Internet Explorer is also highly recommended. Ability to learn specific computer applications used in the Planning & Zoning Department.

**Physical Requirements:**

Ability to sit, stand, walk, climb, bend, stoop, and lift. Ability to walk on rough ground (sand, woods, overgrown areas) and work both indoors and outdoors. Requires hand/eye coordination to operate computers and various office equipment. Reasonable accommodation will be considered for individuals with physical disabilities.

**Working Conditions:**

Work is performed primarily in an office environment with some travel to various meeting sites. May be required to work outside in certain aspects of the job.

**Other:**

It is understood that every incidental duty connected with operations enumerated in the job description is not always specifically described, and employees, at the discretion of the City, may be required to perform duties not within their job descriptions.

**SALARY RANGE: \$24.8319/HOUR (\$51,650.35/ANNUAL) - \$36.2543/HOUR (\$75,408.94/ANNUAL) - (AFSCME Grade 136)**

(Except as may be provided in Article 9 of the AFSCME Agreement for promotion, transfers, demotions, etc.)

**PLEASE NOTE:** Any interested applicant must make written application (online at [www.venicegov.com](http://www.venicegov.com) or on paper) to the Administrative Department

**This posting is open UNTIL FILLED.**

Applicants (with the exception of current city employees) given a conditional offer of employment will be subjected to physical examination, drug, tobacco/nicotine screening, review of driver's license record, criminal background, and references from previous employers.

*The City of Venice is an Equal Opportunity Employer*

