



**TOWN OF LAKE PLACID
JOB DESCRIPTION**

JOB TITLE: TOWN PLANNING DEPARTMENT SUPERVISOR

EXEMPT: Negotiable

DEPARTMENT: Administrative
DIVISION: Administrative

LOCATION: Town Hall
REPORTS TO: Town Administrator

POSITION: Director Town Planning
PERSONNEL:

PREPARED BY: Town Administrator
PRESENTED TO TOWN COUNCIL

DATE: January 3, 2023
DATE: January 9, 2023

SUMMARY:

This position is responsible for the administrative and technical work in long-range planning to determine compliance with Comprehensive Plan mandates and policies for the Town of Lake Placid. Plans and directs development and communication of information designed to keep government officials and the general public informed of Federal, State, and County programs involving accomplishments and growth management. This position performs a variety of current and long-range planning work.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

The following statements describe the principal functions of the job and its scope of responsibility but should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned.

- Responsible for the administrative process of land development permitting. Collects and distributes permit applications to the appropriate reviewers. Converses with applicants to explain process and answer questions. Issues permits after all requirements are met.

- Reviews and processes complex comprehensive plan amendments, re-zonings, annexations, site plans, and plats.
- Review zoning and land development codes and make suggestions or revisions which will better suit the vision of town council.
- Attends meetings and conferences required to effectively implement the Comprehensive Plan.
- Coordinates activities between state and local government to ensure compliance. Reviews, evaluates, and reports any Plan amendments.
- Performs advanced professional work related to variety of planning assignments.\
- Monitors and ensures compliance with local, state, and federal laws.
- Manages complex planning studies, development applications, and reviews consultant proposals.
- Develops and monitors annual department budget.
- Administers and monitors grants, monitors scope of work, deliverables, and payments. Provides overall management of planning work and evaluates operations and activities of assigned responsibilities.
- Follows consistently the Town's policies and procedures.
- Maintains a professional and safe unit and work area adhering to established safety policies and the image desired for the organization.
- Responds productively to change and performs all other tasks as directed.
- Coordinates the town's Community Redevelopment Plan
- Coordinates and develops best record keeping practices.
- Coordinates and develops ordinances which enhance the town's appearance.

Most importantly the successful person in this position will be a visionary self-starter who will work will all aspects of the Town of Lake Placid to form a streamlined public interface along with a transparent and easily accessible town regulations and codes.

The following statements describe the principal functions of the job and its scope of responsibility but should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned.

- Reviews assigned development proposals and applications and conducts site visits.
- Collects and analyzes pertinent information and prepares staff reports. Assists in formulating planning decisions and recommendations.

- Assists in the evaluation of re-zonings, plan amendments, plan developments, special use permits, variances and other proposals.
- Makes presentations on assigned applications to the town LPA, Town Magistrate on Code Enforcement and Town Council.
- Monitors and advises town council of incoming project in the town's projected growth area.
- Provides staff support to appointed committees.
- Provides technical assistance to the public regarding planning related issues.
- Collects a variety of statistical data and prepares reports and maps on topics such as census information, land use, and permit activity.
- Composes maps and GIS presentations that are displayed to elected officials, advisory boards and committees, and departments.
- Processes environmental clearances.
- Acts as town's Flood Management contact.
- Develops grants as available.
- Maintains quick availability to
- Develops processes to expedite all areas of permitting while maintaining town standards

QUALIFICATION:

Bachelor's degree in applicable field preferred, or related field; supplemented by experience.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of comprehensive planning principles, procedures, processes and Florida's state statutes regarding same.
- Working knowledge of GIS and working skill in producing graphics and maps.
- Effective writing skills and the ability to prepare and present information clearly.
- Knowledge of computer hardware and software programs, to include but not be limited to Microsoft Office, Internet applications, and Power Point.
- Ability to prioritize and organize work assignments effectively.
- Ability to establish and maintain effective working relationships with co-workers, managers, supervisors, directors, elected officials, vendors and the general public.
- Knowledge of the municipal form of government and the general process of Town meetings, agendas and municipal elections.

- Ability to establish and maintain effective working relationships with internal and external customers, as well as governing and appointed authorities.
- A strong customer service orientation in work and communication with coworkers, management, elected officials and citizens.

OTHER KNOWLEDGE, SKILLS AND/OR ABILITIES

Computer skills to perform essential job functions using Microsoft Word, Excel, web base, GIS.

PHYSICAL DEMANDS:

Must be able to remain in a stationary position for 50% of the time. Must be able to frequently position self to reach files and other office items located on low shelves or the floor. Must be able to inspect and assess daily email and postal mail correspondence. Frequently communicates with the public, vendors, and co-workers. Must be able to exchange accurate information in these situations. Frequently operates various types of office equipment to include, but not limited to a computer and copy machine. Occasionally ascends/descends stairs. Rarely moves materials and office equipment weighing up to 25 lbs. Constantly works in an indoor environment. Rarely works in inclement outdoor weather conditions. Rarely operates motor vehicle for up to (4) hours continuously or intermittently.

The Town of Lake Placid is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. Seq.), the Town of Lake Placid will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-15 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors. Some tasks require visual abilities. Some tasks require oral communications ability.

The Town is committed to a Drug-Free Workplace Program and all applicants selected for positions will be required to submit to screening for illegal drug use prior to appointment. No person found to have a confirmed positive test for illegal drugs will be extended an offer of employment.

I have read and understand the contents of this Job Description. I certify that I am capable of carrying out the Essential Duties and Responsibilities as specified.

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date