



## CITY OF BUNNELL

<b>Job Title:</b>	City Planner	<b>Job Category:</b>	Administration
<b>Department/Group:</b>	Community Development	<b>Job Code/ Req#:</b>	
<b>Location:</b>		<b>Travel Required:</b>	
<b>Level/Salary Range:</b>		<b>Position Type:</b>	Full Time. Exempt
<b>HR Contact:</b>		<b>Date posted:</b>	
<b>Will Train Applicant(s):</b>		<b>Posting Expires:</b>	
<b>External posting URL:</b>	winniecostello@wdb-fvc.org		
<b>Internal posting URL:</b>			
<b>Applications Accepted By:</b>			
<b>Fax or E-mail:</b> BunnellHR@bunnellcity.us Fax: 386-437-7503 <b>Attention:</b> HR Department		<b>Mail:</b> Human Resources City of Bunnell PO Box 756 Bunnell, FL 32110	
<b>Job Description</b>			
<p><b>Job Purpose:</b></p> <p><b>This position reports directly to the Community Development Director.</b></p> <p>The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position</p> <p><b>Duties:</b></p> <ul style="list-style-type: none"> <li>• Will recommend and interview potential staff members, contract employees, and/or vendors.</li> <li>• Long range planning related to the City Comprehensive Plan</li> <li>• Comprehensive planning.</li> <li>• Land use plan amendments including the annexation areas.</li> <li>• Planning requirements, i.e. water supply plan.</li> <li>• Evaluation and Appraisal Report.</li> <li>• Updates to any Comprehensive Plan elements, i.e. Capital Improvements Element.</li> <li>• Compliance and coordination with any planning related Florida statutes, and government regulations.</li> <li>• Concurrency Management issues and system development.</li> <li>• Planning related data, research and analysis, and any required coordination with other agencies and departments.</li> </ul> <p><b>Educational Requirements:</b></p> <ul style="list-style-type: none"> <li>• Bachelor's Degree in Planning</li> <li>• Master's Degree preferred</li> <li>• Must possess a valid Florida Driver's License.</li> </ul>			



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### Work Environment:

- Performs direct customer service by phone and in person to the general public, officials and other staff. Communicates clearly and courteously both orally and in written form. Remains calm in stressful situations. Must be able to diplomatically handle irate residents and or customers.
- 80% of the essential job functions are in an indoor office environment. Manual dexterity and eye coordination in computer data entry and calculator manipulations,.
- Reads large volume of handwritten, noted, and typed and copies detailed maps.
- Sits for lengthy periods of time at a computer. Must write legibly to complete various forms, visually auditing various reports and computer printouts for accuracy.
- Manually works with large maps and site plans and uses hand-held scale regularly to verify accuracy and conformance with code.
- Bends, stoops and leans to store maps and works with them on a regular basis. Flexibility to move, bend, stoop and reach to access office equipment, supplies, records and files. Must be able to move about easily and quickly to assist with high volume of customer traffic.

### Professional Licenses:

- AICP Certification preferred.

The City of Bunnell, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Bunnell, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Reviewed By Director:		Date:	
Approved By City Manager:		Date:	
Last Updated By:	Mick Cuthbertson	Date/Time:	1/4/16/ 10:45