

**MAJOR FUNCTION**

This is professional planning work in community planning, research, and design. Primary purpose is to collect, analyze and report information related to community planning or transit planning. This work differs from the Planner II in the difficulty of projects assigned and the experience required to perform the planning work.

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

Carries out planning-related research including population, employment, land use, city transportation, and structural conditions. Answers questions from the public and City and County departments about planning and planning research information. Analyzes proposed annexation areas to determine conformance with local, state, and federal statutory laws. Collects and analyzes data for various research projects. Serves on various committees and task forces. Documents and analyzes building permit information including field surveys. Performs data collection and mapping activities for population census. Attends meetings of the City and County commissions and meetings of appointed planning boards or committees as required. Performs related work as required.

**Growth Management:** Assists lead staff person on matters that pertain to the review and permitting of land development projects, evaluating land development policy, and leading collaboration with developers, business owners, members of the public, and other city departments. Assists in the review of building permits for zoning related standards and responds to customer inquiries as it pertains to zoning, land use, and permitting questions. This position covers a broad range of responsibilities that assists staff in task related to construction, design, and environmental fields to implement the City of Tallahassee's development regulations.

**Other Important Duties**

Completes special projects as assigned. Performs related work as required.

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

Knowledge of the principles and practices of public planning. Knowledge of standard statistical principles and methods. Working knowledge of the collection and preparation of preliminary reports on planning problems. Some knowledge of computer programming and data base management. Ability to prepare complex reports and maintain adequate records. Ability to analyze facts and exercise sound judgment in arriving at conclusions. Ability to present data in graphic form. Ability to communicate clearly and concisely both orally and in writing. Skills in research methods and analysis. Skill in the use of microcomputers and the programs and applications necessary for successful job performance.

**Minimum Training and Experience**

Possession of a bachelor's degree in planning, statistics, business or public administration, demography, or one of the social sciences and one year of experience that includes public planning, demographic or statistical research, or database management; or an equivalent combination of training and experience. A master's degree in planning, statistics, demography, business, or public administration may be substituted for the required experience.

Growth Management: Possession of a bachelor's degree in planning, physical or natural science, ecology, environmental science, or a related field and one year of professional experience that includes planning, environmental planning, environmental regulations, or ecological research; or possession of a master's degree in planning, physical or natural science, ecology, environmental science or a related field can substitute for required experience.

Necessary Special Requirement

Some positions allocated to this class may require a valid Class E State driver's license.

Revised: 06-30-80  
10-18-84  
09-27-88  
01-25-90  
12-13-91  
08-10-03  
04-19-04\*  
05-18-05  
01-06-06  
03-17-08  
11-02-09\*  
12-21-17  
10-16-24