

	Job Description	DATE OF REVISION	05-01-09
	PLANNER – FLORIDA KEYS	SALARY	D.O.Q.

PHYSICAL LOCATION:

- Office location at 402 Appelrouth Lane, Key West, FL.

REPORTING RELATIONSHIP:

- Principal or as assigned

GENERAL FUNCTION:

- Professional planning work, researching, preparing, and representing redevelopment proposals; preparing variance, conditional use, and comprehensive plan & zoning amendment applications. Knowledge of local, state and federal growth management regulations & statutes. Involves confidential and proprietary matters. Able to drive to locations and perform fieldwork.

ESSENTIAL FUNCTIONS (Without Accommodations):

- Able to read, write, speak and understand English in order to communicate with clients, co-workers, and government officials; and
- Able to work a forty (45) hour work week and occasional extra time when necessary; and
- Able to use equipment and/or materials as specified in this job description; and
- Able to be professional and courteous to the clients, co-workers, and government officials in all situations and conditions; and
- Able to see and hear well enough to perform the duties specified in this job description; and
- Able to maintain confidentiality in order to protect the client's and company's proprietary advantages; and
- Have excellent phone manner; and
- Able to perform records research at various agencies and offices; and
- Must own a vehicle and able to use for work related activities.

EQUIPMENT TO BE USED:

- Thorough knowledge of modern office machines including, but not limited to, personal computer, with Microsoft Office applications including Word, Excel, Outlook, calculator, copier, and fax machine.

ENVIRONMENT:

- Generally an air-conditioned office.
- Outside in all weather conditions when required.

PHYSICAL REQUIREMENTS:

- Sitting: 50%
- Standing: 10%
- Climbing Stairs 5%
- Bending 5%
- Reaching 5%
- Lifting 5%
- Walking 10%
- Driving 10%

DUTIES/TASKS/JOBS:

- Accurately prepare applications and proposal.
- Able to manage time effectively while balancing multiple projects.
- Attends meetings when needed.
- Communicate with the clients and co-workers concerning project deadlines and requirements.
- Follow up on status of projects with clients and government officials.
- Answer the telephone, take and routes messages or handle information requests in a personable and courteous manner.
- Research material/information needed for various City, County, State and Federal reports.
- Assist co-workers when necessary.
- Other duties/ tasks/ jobs as assigned by the Principal or assigns.

REQUIRED KNOWLEDGE/ SKILLS/ ABILITIES/ QUALIFICATIONS:

- Masters Degree in Planning or related field; or
- Bachelors Degree in Planning or related field & 1 year planning experience; and
- Thorough understanding of planning & community development theory; and
- Must possess excellent English grammar, business composition, and math skills; and
- Ability to work independently, within scope of existing company expectations; and
- Knowledge of or ability to master appropriate codes, ordinances and laws; and
- Ability to communicate in a polite and effective manner with clients, co-workers, government officials; and
- Ability to produce error free documents; and
- Thorough knowledge of modern office machines, practices, system and computers; and
- Ability to understand moderately complex written regulations and instructions; and
- Computer literate in Microsoft Word, Windows and Excel; and
- Valid Florida Drivers License.

Periodically duties, equipment, material, and/or job setting, other than those listed, are required and will be considered as part of the regular job while in effect.

The listing of tasks is in no way to be considered a complete listing of all possible tasks, nor is the requirement for an ability or skill a guarantee that the ability or skill is going to be used.

I _____, have read this job description and hereby agree with the above noted “Acknowledgments”, that I meet the requirements and qualifications and if hired, can perform these and related duties as assigned, if hired. I further affirm that I understand the job description may be amended periodically, as is the right of the Trepanier & Associates.

Applicant Signature

Date