

RESOLUTION 33-06-06

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING THE TOWN'S CLASSIFICATION PLAN MANUAL TO PROVIDE FOR THE POSITION OF PLANNER I; PROVIDING FOR THE PUBLICATION OF AN UPDATED "CLASSIFICATION PLAN MANUAL"; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Lake Park is a municipal corporation of the State of Florida with such power and authority as has been conferred upon it by the Florida Constitution and Chapter 166, Florida Statutes ; and

WHEREAS, the Town maintains a position classification plan known as the "Classification Plan Manual"; and

WHEREAS, the Classification Plan Manual is based upon similarity of duties performed and responsibilities assumed, so that the same qualifications are reasonably required for the same schedule of pay, and are equally applied to all positions in the same class; and

WHEREAS, it is necessary to provide an updated listing of certain current titles and classifications within the Town service,

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, AS FOLLOWS:

Section 1. The whereas clauses are incorporated herein as true and correct and are hereby made a specific part of this Resolution.

Section 2. The Classification Plan Manual is hereby amended to add the position of Planner I, a non-exempt employment position, which position shall become part of the Classification Plan Manual of the Town of Lake Park. A copy of the job description for this position is attached hereto as Exhibit A and incorporated herein by reference.


Section 3. This Resolution shall become effective immediately upon adoption.

The foregoing Resolution was offered by Commissioner Balius who moved its adoption. The motion was seconded by Commissioner Carey, and upon being put to a roll call vote, the vote was as follows:

| | AYE | NAY |
|--------------------------------|---------|---------|
| MAYOR PAUL W. CASTRO | _____ | ___X___ |
| VICE-MAYOR ED DALY | ___X___ | _____ |
| COMMISSIONER CHUCK BALIUS | ___X___ | _____ |
| COMMISSIONER JEFF CAREY | ___X___ | _____ |
| COMMISSIONER PATRICIA OSTERMAN | ___X___ | _____ |

The Town Commission thereupon declared the foregoing Resolution NO. 33-06-06 duly passed and adopted this 5 day of July, 2006.

TOWN OF LAKE PARK, FLORIDA

BY: 
PAUL W. CASTRO
MAYOR

ATTEST:


Vivian Mendez
TOWN CLERK



Approved as to form and legal sufficiency:

BY: 
THOMAS J. BAIRD
TOWN ATTORNEY

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|------------------|
| PLANNER I |
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CLASSIFICATION CODE: 111
PAY GRADE: 14
DEPARTMENT: COMMUNITY DEVELOPMENT

CHARACTERISTICS OF THE CLASS:

Under the general supervision of the Community Development Director performs technical, professional and administrative work in carrying out the Town's short-term and long-range development planning and implementation functions while ensuring a high degree of customer service. Performs related duties when such duties are a logical and appropriate assignment to the position. This is a non-exempt position.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Reviews land development submittals for compliance with zoning requirements, subdivision regulations and comprehensive plan requirements.
2. Interacts with the general public, property owners and development applicants on specific development proposals and provides professional planning analysis and recommendations on such proposals within a structured development review process.
3. Reviews non-complex major applications including conditional uses, development plans and zone changes along with the issuance of building permits and occupational licenses.
4. Carries forward the Town's recommendations on development issues and communicates such recommendations to other review agencies. Writes review letters and manages the stakeholder process and facilitates neighborhood and project meetings.
5. Provides land use and zoning information to the general public and occasionally attend meetings of the Town Commission and the Town's Planning and Zoning Board.
6. Researches, analyzes and summarizes data to support the Community Development Director.
7. Participates in and provides staff support for the comprehensive plan updates and zoning changes.

REQUIREMENTS:

1. **Training and Experience:**

Bachelor's degree from an accredited college or university with major coursework in urban planning, landscape architecture, environmental studies, or a closely related field. Master's degree preferred. Previous professional experience in a public sector planning environment or equivalent is required.

2. **Knowledge, Skills and Abilities:**

- Knowledge of computer operations, PowerPoint, GIS, and network systems including the Microsoft Office Suite.
- Excellent writing, speaking and presentation skills.
- Ability to establish and maintain effective working relationships with departmental officials, associates, subordinates and the general public.

3. **Environmental Requirements:**

Work is performed without exposure to adverse environmental conditions, e.g., dirt, cold, rain, fumes, etc.

4. **Sensory Requirements:**

Work requires color and form perception and discrimination.

5. **Blood Borne Pathogens:**

Category II – Minimal to No Risk of Exposure

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