

RESOLUTION 27-07-09

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, REVISING THE TOWN UNIFORM CLASSIFICATION SYSTEM TO AMEND THE JOB DESCRIPTION FOR THE POSITION OF PLANNER I; PROVIDING FOR THE PUBLICATION OF AN UPDATED UNIFORM CLASSIFICATION SYSTEM; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Lake Park is a duly constituted municipality organized and existing under the laws of the State of Florida and Chapter 166, Fla. Stat; and

WHEREAS, the Uniform Classification System 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 foregoing recitals are hereby incorporated as if fully set forth herein.

Section 2. The Uniform Classification System is revised to amend the job description for the position of Planner I. A copy of the amended job description for this position is attached hereto as Exhibit A.

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

PLANNER

JOB CODE: 111
PAY GRADE:
DEPARTMENT: COMMUNITY DEVELOPMENT

CHARACTERISTICS OF THE CLASS:

Under the general supervision of the Community Development Director, performs professional, technical, 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. Influences public decision making in the public interest and employs an appropriately comprehensive point of view, while carrying forward a professional level of responsibility and resourcefulness. Performs related duties when such duties are a logical and appropriate assignment to the position. May, on occasion, act on a supervisory level, in the extended absence of the Community Development Director, or when appointed to do so. This is an exempt position.

EXAMPLES OF ESSENTIAL FUNCTIONS:

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 all job duties. The omission of a job duty does not preclude management from assigning duties not listed herein if such duties are a logical assignment to the position of Planner.

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

8. Uses independent judgement and discretion and incorporates new trends and initiatives through continuing education workshops and conferences in order to continuously value change and resource constraints in the community.
9. Applies legal and ethical principles as well as growth management techniques to the review process.
10. Reviews Historic Preservation applications for designation, de-designation, and certificates of appropriateness.

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. Previous professional experience in a public sector planning environment or equivalent is required. Master's degree preferred. Eligibility for membership in the American Institute of Certified Planners (AICP) preferred...

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

- Knowledge of computer operations, PowerPoint, GIS, and network systems including 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.
- Ability to portray a high degree of customer service
- Ability and willingness to learn new concepts, principles, ideas and programs.
- Ability to properly educate and inform departmental officials, associates, subordinates and the general public on regulations, principles and the like.

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

It is the policy of the Town of Lake Park to prohibit discrimination on the basis of race, color, religion, gender, national origin, age, political affiliation, physical or mental disability (where the disabled persons are able to perform the work they are seeking with reasonable accommodation), marital status, familial status, or sexual orientation, or any other form of unlawful discrimination, except when such condition is a bona fide occupational qualification. Such employment practices include, but are not limited to, the recruitment, hiring, compensation, assignment, training, promotion, demotion, discipline or dismissal of employees.

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

	AYE	NAY
MAYOR DESCA DUBOIS	<u>/</u>	___
VICE-MAYOR JEFF CAREY	<u>/</u>	___
COMMISSIONER ED DALY	<u>/</u>	___
COMMISSIONER PATRICIA OSTERMAN	<u>/</u>	___
COMMISSIONER KENDALL RUMSEY	<u>/</u>	___

The Town Commission thereupon declared the foregoing Resolution NO. 27-07-09 duly passed and adopted this 15 day of July, 2009.

TOWN OF LAKE PARK, FLORIDA

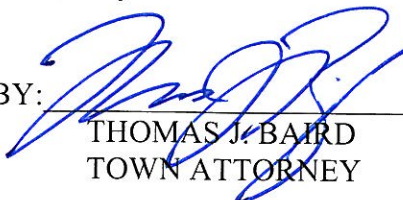
BY: 
DESCA DUBOIS
MAYOR

ATTEST:


VIVIAN M. LEMLEY
TOWN CLERK



Approved as to form and legal sufficiency:

BY: 
THOMAS J. BAIRD
TOWN ATTORNEY