



## City of Madeira Beach Position Description

<b>Job Title: (49920)</b>	<b>Planning and Zoning Coordinator</b>		Updated 7/25/2019
Department/Group:	Community Development	Supervisor:	Community Development Director
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL		
Level/Salary Range:	\$49,920 - \$70,720 DOQ	Position Type:	Full Time
HR Contact:	727-391-9951	Date Posted:	
External Posting URL:	www.madeirabeachfl.gov	Posting Expires:	Open until filled
Applications Accepted By:	Fax: 727-399-1131 or Email: humanresources@madeirabeachfl.gov		
<b>Job Description:</b>			
<p><b>ROLE AND RESPONSIBILITY</b></p> <p>Provides technical planning support and program and policy implementation for any division of the Community Development Department as assigned.</p> <p><b>ESSENTIAL FUNCTIONS:</b></p> <ul style="list-style-type: none"> <li>• Conducts plan preparation and planning-related research for assigned programs and projects and coordinates work with department personnel and other city departments.</li> <li>• Reviews development and redevelopment plans, zoning actions and subdivision proposals for consistency with the City's plans, policies and programs as assigned.</li> <li>• Assembles and evaluates data, information and maps relating to community growth, urban conservation/redevelopment, and economic development.</li> <li>• Maintains liaison with city boards and commissions, city departments, private and government officials and agencies regarding assigned projects, programs and related issues.</li> <li>• Monitors various related governmental legislative, fiscal and regulatory activities; maintains a working knowledge of implementation techniques including organizational, regulatory, fiscal and economic development techniques.</li> <li>• Assists in the preparation of grant applications.</li> <li>• Assists in drafting of planning related ordinances and regulations.</li> <li>• Understands and applies team concepts in working and dealing with associates and the general public.</li> <li>• Prepares and presents both verbal and written reports which may include public presentations; conducts related public information and citizen involvement programs.</li> <li>• Utilizes necessary computer software applications, including GIS to create and print maps, mailing list and other documents.</li> <li>• Travels to sites throughout the city to conduct field surveys.</li> <li>• Attends industry-related conferences and legislative meetings as directed or required.</li> <li>• Performs other related work as assigned or required.</li> </ul>			

**QUALIFICATIONS REQUIRED:**

- Certified Floodplain Manager (CFM) certification is preferred or must be obtained within 1 year.
- FEMA experience in coastal barrier islands preferred.
- Education, training, and experience providing the following knowledge, skills, and abilities.
- Possesses and maintains a working knowledge of municipal planning issues, principles, methods and techniques with specialized knowledge of urban conservation, development management, transportation, and economic development programs as required by departmental assignment.
- Knowledge of Florida land use planning, community planning techniques, site plan development and review, regulatory services and devices, data sources and urban information systems as required by departmental or OTO assignment.
- Effectively execute planning activities including implementing policy and programs within established resource and budgetary constraints; read, understand, and interpret a variety of written documentation and graphic material; conduct research.
- Utilize a variety of computer software applications.
- Effectively present data and information in visual aid form; compile a variety of data and information; follow oral and written instructions; communicate effectively both verbally and in writing; deal effectively and courteously with associates, customers, and the general public.

**EXPERIENCE, EDUCATION, AND TRAINING:**

- Master's Degree from an accredited college or university in Urban Planning, Geography, Public Administration or a related field, with major course work in Urban Planning.
- Two years of planning experience in the public sector.
- Competence and experience in Arc Info/GIS mapping
- Attend conferences, workshops, seminars, and other training for professional development purposes.

**PHYSICAL/WORKING REQUIREMENTS:**

Ability to operate computer hardware such as a keyboard and mouse; push and pull up to 25 pounds; hold and grip objects. Primarily indoors with heating and cooling regulated in a general office environment; may work outdoors when conducting field surveys and therefore susceptible to extreme weather conditions.

Attends required evening meetings; if operating a motor vehicle for the purpose of completing job duties, must possess a valid Driver's License.

**NOTE:** Reasonable accommodation considerable will be made for otherwise qualified individuals with a disability.

Cover letters and resumes may be included but are not accepted in lieu of application form.

All applications will become public record under Florida law.

AA/EOE/DFWP

Submit complete application for employment to: **Karen Paulson, Human Resources Coordinator**