

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: **Planning Manager**

DIVISION: **Planning Services**

GENERAL DESCRIPTION:

Highly responsible professional, administrative, technical, and supervisory work overseeing the other Planners as directed by the County Administrator.

ESSENTIAL JOB FUNCTIONS:

1. Supervises and directs the Planning staff, including personnel work schedules, project assignments, and technical guidance.
2. Administers and implements the unified, comprehensive plan for the County and applicable cities, pursuant to interlocal coordination and joint planning agreements. Plans, develops, and conducts special studies relative to land use. Performs research and studies to secure or verify needed planning data. Compiles and maintains a current database of statistical and planning data. Correlates statistical and planning data for various plans, projects, and programs. Analyzes planning data and project development growth.
3. Provides support to the County's municipalities in all short- and long-term planning processes, including staff support at public meetings.
4. Researches and writes recommendations for revisions to Land Development Regulations and amendments to the Unified Comprehensive Plan.
5. Works with other staff members, County, State, and municipal agencies, and appointed boards and committees in coordinating and implementing planning activities.
6. Oversees the budget process for the Division, demonstrating forecasting abilities and incorporating strategic goals and performance measures. Performs financial analysis for rate/fee determination.
7. Assists in the review of development plans, plats, and site plans. Confers with planning and building staff members and other government agencies, private citizens, and other professionals in development matters.
8. Provides recommendations to the County Administrator for changes in preparing land use controls, regulations, and ordinances and interpreting and implementing such controls to affect development consistent with the unified, comprehensive plan.
9. Serves as a resource for growth management issues and routinely interacts and communicates with the public and various interest groups. Explains clearly and concisely rules and procedures relating to zoning and land use to elected and appointed officials, the public, contractors, and property owners. Prepares written documents that convey information clearly and professionally.
10. Serves as the Countywide floodplain manager.
11. Manages and implements contracts with outside consultants and contractors to support the functions and responsibilities of the Division.
12. Attends and/or presents the Planning, zoning, and development issues information to the Zoning & Adjustment Special Master hearings, Code Enforcement Special Master hearings, Board of County Commissioners, and city governing and advisory bodies.

13. In an emergency or crisis (hurricane, flood, etc.), the position must respond/perform emergency and recovery duties as assigned by the immediate supervisor.
14. Employees hired on or after February 1, 2016, must be a tobacco-free person, both on and off the job, for at least one (1) year immediately preceding application and maintain the same tobacco-free status throughout the term of employment.
15. Face tattoos (from ear to ear and hairline of the forehead to the bottom of the chin) are prohibited.
16. Maintains regular physical attendance during normal work hours as assigned at one of the County's offices or work facilities, with the ability to work evenings, nights, weekends, and holidays as required.

[These essential job functions are not construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.]

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge and experience with comprehensive planning, land development regulations, building inspection regulations, policies, rules, and laws to operate proficiently.
- Knowledge of telephone etiquette.
- Knowledge of the uses of a computer and equipment.
- Knowledge and experience in using geographic information systems.
- Skill in typing, filing, and records research techniques.
- Skill in operating office equipment.
- Ability to acquire sufficient knowledge of processing applications for development approval and permitting and development inspections to operate at a proficient level.
- Ability to read site plans and legal descriptions, use a variety of maps and map scales to interpret map data, and convey that information to the public.
- Ability to acquire sufficient knowledge of legal property descriptions and construction terminology, documents, and inspections to operate proficiently.
- Ability to work effectively with the public.
- Ability to communicate in writing and orally.
- Ability to work under pressure and meet deadlines.
- Ability to follow oral and written instructions.
- Ability to follow through on designated tasks.
- Ability to access, input, and retrieve information from a computer.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited college or university with a Bachelor's or Master's degree in Planning or a closely related Planning field.
- Five (5) years of experience in a responsible position in Planning and Zoning.
- Two (2) years of experience in using geographical information systems.

LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

- Valid Florida Driver's License and driving record acceptable to the insurance provider.
- Certification by the American Institute of Certified Planners (AICP) within six (6) months of employment
- Certified Floodplain Manager within six (6) months of employment.
- Must possess or obtain the required National Incident Management System (NIMS) certifications within six (6) months of employment.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable vision (with or without correction)

- Acceptable hearing (with or without correction)
- Ability to communicate using speech, hearing, and vision skills.
- Ability to sit at a desk and view a display screen for extended periods.
- Ability to enter data into a computer.
- Ability to work at the service counter for extended periods.

ENVIRONMENTAL CONDITIONS:

- Works in an office environment.
- Field inspections and site visits are required periodically.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

FLSA Exempt Status

Revised 05/18/2023