

**CITY OF SANIBEL
RESOLUTION 13-011**

**A RESOLUTION AMENDING THE CLASSIFICATION
PLAN FOR UNION AND NON-UNION EMPLOYEES OF
THE CITY OF SANIBEL FOR FISCAL YEAR 2012-2013,
ADOPTING A NEW PLANNING DEPARTMENT JOB
CLASSIFICATION; AND PROVIDING AN EFFECTIVE
DATE**

WHEREAS, the Sanibel City Council approves by resolution a fiscal year Classification Plan that authorizes City positions by title and salary ranges; and

WHEREAS, the Classification Plan for fiscal year 2012-2013 was adopted by City Council on November 8, 2012; and

WHEREAS, the current and proposed projects as well as the on-going level of workload in the Planning Department establishes the need for a Senior Planner position; and

WHEREAS, the establishment of a Senior Planner position in the Planning Department will facilitate the efficiency and effectiveness of the organization in dealing with the public and responding to many and varied requirements.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Sanibel, Lee County, Florida, that:

SECTION 1. The position of Senior Planner with duties as outlined in the enclosed job description (Appendix A) is hereby established.

SECTION 2. The position is classified at grade 22 with the pay range as previously approved for fiscal year 2013-2014, minimum \$44,997 and maximum \$76,150.

SECTION 3. Effective date.

This resolution shall take effect immediately upon adoption.

DULY PASSED AND ENACTED by the Council of the City of Sanibel, Lee County, Florida, this 5th day of February 2013.

AUTHENTICATION:

Kevin Ruane, Mayor

Pamela Smith, City Clerk

AS APPROVED TO FORM: *Kenneth B. Cuyler* *1/28/13*
Kenneth B. Cuyler, City Attorney Date

Council Members Vote:

Ruane _____
Denham _____
Congress _____
Harrity _____
Jennings _____

Date filed with City Clerk: _____

SENIOR PLANNER GRADE 22

CITY OF SANIBEL JOB DESCRIPTION

Job Title: Senior Planner, Grade 22
Department: Planning
Reports To: Planning Director
FLSA Status: Exempt
Union: AFSCME
Date Prepared: January 24, 2013
Prepared By: Jim Isom, Administrative Services Director
Approved By: James Jordan, Jr., Planning Director

SUMMARY

Under the general direction of the Planning Director, performs advanced professional work related to a variety of planning assignments and more complex professional planning work in the implementation and enforcement of the Comprehensive Land Use Plan, Land Development Code, and related required. Serves as Acting Department Director in the absence of the Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides lead direction to other professional, technical and clerical staff and trains other staff members in the areas of work including planning methods, procedures, and techniques specifically relating to the City and its Land Development Codes.
- Reviews, evaluates, and processes applications for development including plans for site development and construction, vegetation and wildlife plans, treatment of wetlands, waste water disposal, and drainage improvements, usually of a more complex nature.
- Issues variance applications; issues permits and prepares reports/recommendations for public hearing or City administration.
- Assists the public for the more complex cases with interpretation and application of planning policies, rules, regulations, procedures, codes, and ordinances
- Reviews legal documents such as deed restrictions and easements for compliance with development plans.
- Gathers information, issues notifications, and assists with departmental materials and preparations for Planning Commission and other professional board meetings.
- Assists with data collection and analysis for updating the Comprehensive Land Use Plan; researches and prepares reports and documents for special departmental studies, surveys, or projects.
- Attends Planning Commission and City Council meeting and makes presentations on specific projects and studies.

• **SENIOR PLANNER CONTINUED:**

- Performs field inspections to gather data relevant to the development review process and/or to verify that development projects comply with approved plans and zoning requirements.
- Reviews, evaluates, and prepares reports with recommendations on applications to amend the Comprehensive Land Use Plan and Land Development Code.

NOTE: The examples of essential functions as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning specific duties not listed herein if such functions are a logical assignment to the position.

EDUCATION and/or EXPERIENCE

Bachelor's Degree in Urban Planning or a related field from an accredited college or university, Master's Degree preferred; supplemented by five (5) years of professional planning experience; or an equivalent combination of training and experience.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the laws, ordinances, and codes relating to land use plans and development regulations.

Knowledge of the principles and practices and modern urban and environmental planning.

Ability to serve as a lead worker performing essentially the same work as those being directed, oversee work quality, training, instructing and scheduling work.

Ability to exercise good judgment in handling projects with little oversight by management.

Ability to prepare and present oral and written reports based on research and special studies.

Ability to communicate effectively orally and in writing.

Ability to establish and maintain effective working relationships with other employees, officials, the public and other agencies.

Ability to read and understand plats, maps, and similar relevant documents.

Skill in the use of Microsoft Office, Internet application and GIS.

SENIOR PLANNER CONTINUED:

SPECIAL CONDITION OF EMPLOYMENT

The incumbent must be readily available to work irregular schedules immediately before and after a severe weather emergency.

PHYSICAL DEMANDS

Task is essentially sedentary, with occasional walking, bending, light lifting, or other restricted physical activities.

Task requires visual perception and discrimination.

Task requires oral communications ability.

WORK ENVIRONMENT

Task is regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes)