

POSITION REQUEST

The attached job description is a truer reflection of the position's duties. This is important now, in terms of providing an accurate definition the current employee's execution of responsibilities, but the proposed position will also serve the needs of the Department and the City on an institutional basis and will allow for filling of the position in the future by a qualified individual.

BUDGET IMPACT STATEMENT

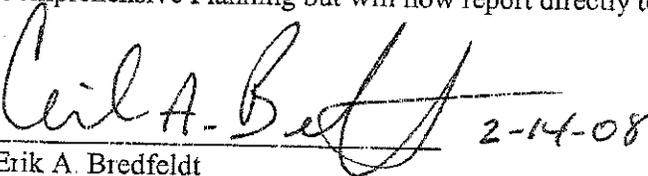
The budget impact of the proposed Concurrency Management Planner is an upgrade from Grade M6 to M7 of the 2008 Pay Plan. The difference in mid-point between the two grades (see attached) is approximately \$6,000. The employee in the position currently on a temporary basis has a salary of \$65,000 annually per prior agreement with the Department Director.

JOB UTILIZATION

The Concurrency Management Planner has a special niche within the City's Planning Division. Although the position does handle many similar job duties associated with the Senior Planner position, the proposed position is responsible for ensuring compliance with Florida State Statutes regarding mandated concurrency provisions of Growth Management Law. This is critical to the City's ability to manage growth and to facilitate orderly urban development.

REPORTING

In terms of chain of command, the position has been reporting to the Chief of Comprehensive Planning but will now report directly to the Planning Manager.

 2-14-08

Erik A. Bredfeldt
Planning and Development Services Director

CONCURRENCY MANAGEMENT PLANNER

NATURE OF WORK

Advanced professional planning and administrative work with an emphasis in concurrency management, capital improvements, and transportation planning and research for the City of Gainesville.

CLASSIFICATION STANDARDS

Positions allocated to this classification report to a designated supervisor and work under general supervision. Work in this class is distinguished from higher level classes by its limited supervisory duties and from lower classes by its emphasis on independent judgment and ingenuity in executing concurrency management, capital improvements planning, and advanced planning research.

EXAMPLES OF WORK**

ESSENTIAL JOB FUNCTIONS

Develops and formulates planning strategies for concurrency management and complex planning issues in the City.

Collects and analyzes data related to concurrency and maintains the City's concurrency management system.

Provides management, boards, and elected officials with proposed Comprehensive Plan elements and policies and land development regulations concerning concurrency management, capital improvements, and financial feasibility.

Coordinates with the Finance Department, Gainesville Regional Utilities and other relevant departments concerning financial trend monitoring and forecasting, monitoring economic conditions, and developing long range financial forecasts related to the Capital Improvements Element and 5-Year Schedule of Capital Improvements.

Participates in long and short range planning studies including forecasting for major facility needs and capital improvement programs related to the comprehensive plan, including population projections, demographic analysis, and use of Census data.

Reviews development plans and proposals for consistency with the Concurrency Management Element and urban design principles.

Prepares and negotiates Transportation Concurrency Exception Area (TCEA) and Proportionate Fair-Share Agreements with developers for mitigation of traffic impacts.

Responds to specific formal inquiries from developers regarding concurrency mitigation approaches, in coordination with other departments and agencies.

Provides technical concurrency management system requirements support to staff and defines requirements to customers/developers through pre-application meetings.

STRATEGIC PLANNER/CONCURRENCY MANAGEMENT PLANNER- P 2 TITLE CODE
JOB DESCRIPTION

Coordinates with the Public Works Department on traffic studies and the budgeting and expenditure of TCEA and proportionate fair-share funds.

Reviews large-scale and small-scale comprehensive plan amendments for consistency with financial feasibility requirements and capital improvements needs, especially as related to transportation issues.

Prepares updates to the comprehensive plan, especially related to level of service elements.

Independently performs complex land use and zoning studies and prepares relevant reports.

Interprets land development code and related regulations.

Ability to communicate effectively and clearly, orally, in writing, and graphically, and to prepare succinct, coherent and technically accurate reports and analyses

Attends after hours meetings.

Attends work on a continuous and regular basis.

NON-ESSENTIAL JOB FUNCTIONS

Confers with the public on zoning, planning, and development matters.

May act in the absence of supervisor.

Performs other related duties as assigned

MINIMUM REQUIREMENTS

Graduation from an accredited four-year college or university with a Master's degree in planning from a program accredited by the American Planning Association, and five years progressively responsible experience in urban planning and concurrency review. Knowledge of Census data, statistics, demographic analysis, and population projection techniques.

LICENSES/CERTIFICATES

Valid Florida Drivers license required at time of appointment.

NOTES

AICP preferred.

Will be required to attend meetings outside of normal business hours.

SELECTION FACTORS

Extensive knowledge of principles and practices of public planning.

Extensive knowledge of planning principles as applied to concurrency management and to the preparation of planning reports and studies in both graphic and written form.

Extensive knowledge of comprehensive planning as applied to public planning

STRATEGIC PLANNER/CONCURRENCY MANAGEMENT PLANNER- P 3 TITLE CODE
JOB DESCRIPTION

Extensive knowledge of laws, ordinances and regulations related to planning, especially as concerns concurrency management, financial feasibility, capital improvements, and transportation planning.

Knowledge of urban design as it relates to development plan review for consistency with the Concurrency Management Element and land development code.

Ability to develop long term plans and programs and to evaluate work accomplishments

Ability to communicate effectively, both orally and in writing.

Ability to work effectively with elected officials, charter officers, department heads, representatives of other agencies, other city employees, and the general public.

Ability to collect and analyze data.

Ability to keep records and prepare reports.

Human Resources Department: Signed original on file in Human Resources /

Date

** This section of the job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job.