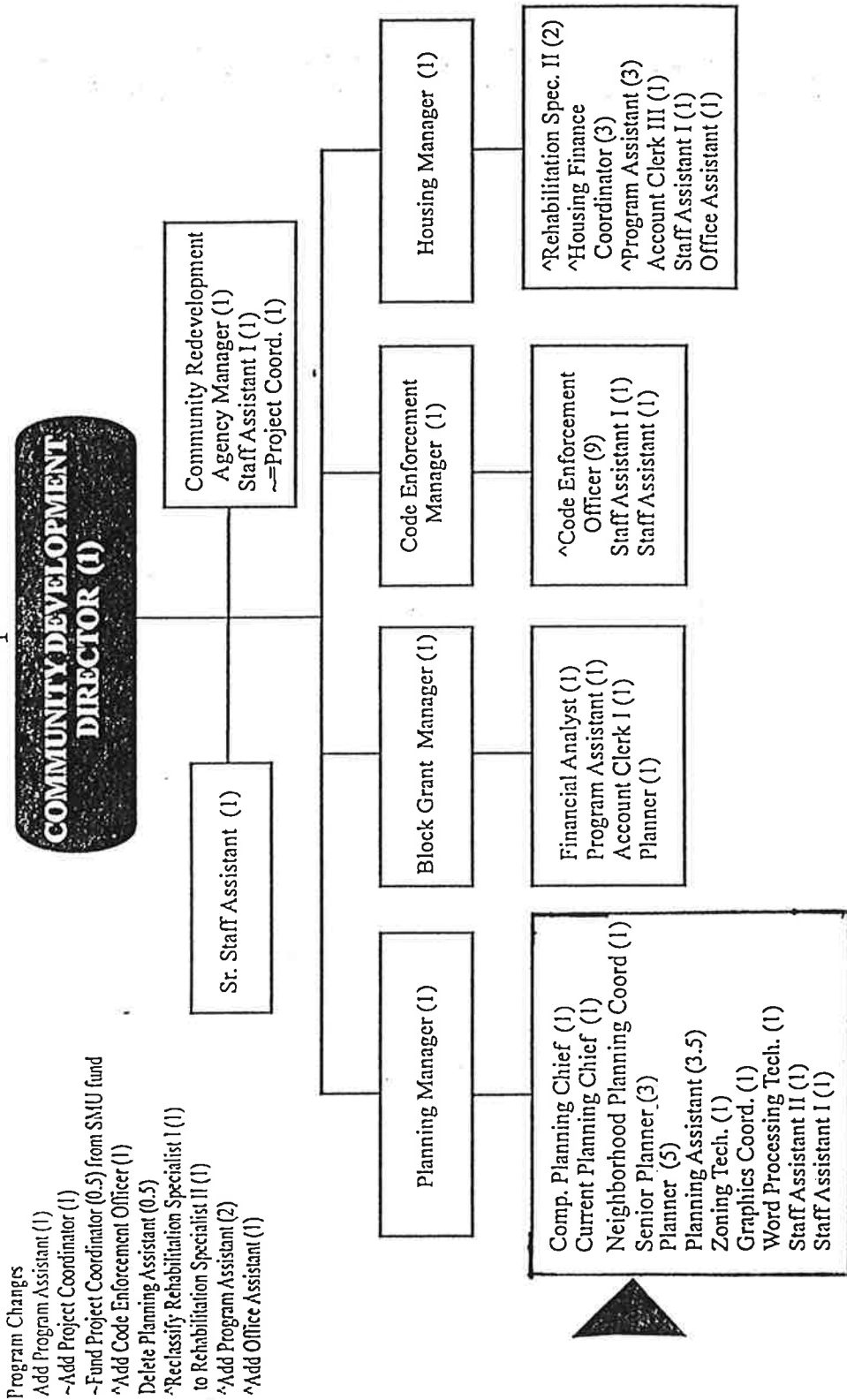


COMMUNITY DEVELOPMENT FY 01-02 ADOPTED ORGANIZATION CHART

Proposed



- Program Changes
 Add Program Assistant (1)
 ~Add Project Coordinator (1)
 ~Fund Project Coordinator (0.5) from SMU fund
 ^Add Code Enforcement Officer (1)
 Delete Planning Assistant (0.5)
 ^Reclassify Rehabilitation Specialist I (1) to Rehabilitation Specialist II (1)
 ^Add Program Assistant (2)
 ^Add Office Assistant (1)

~Project Coordinator (0.5) funded from SMU fund.
 ^Changes made during FY 1999 and FY 2000

Total Employees - 54.5

COMMUNITY DEVELOPMENT FY 01-02 ADOPTED ORGANIZATION CHART

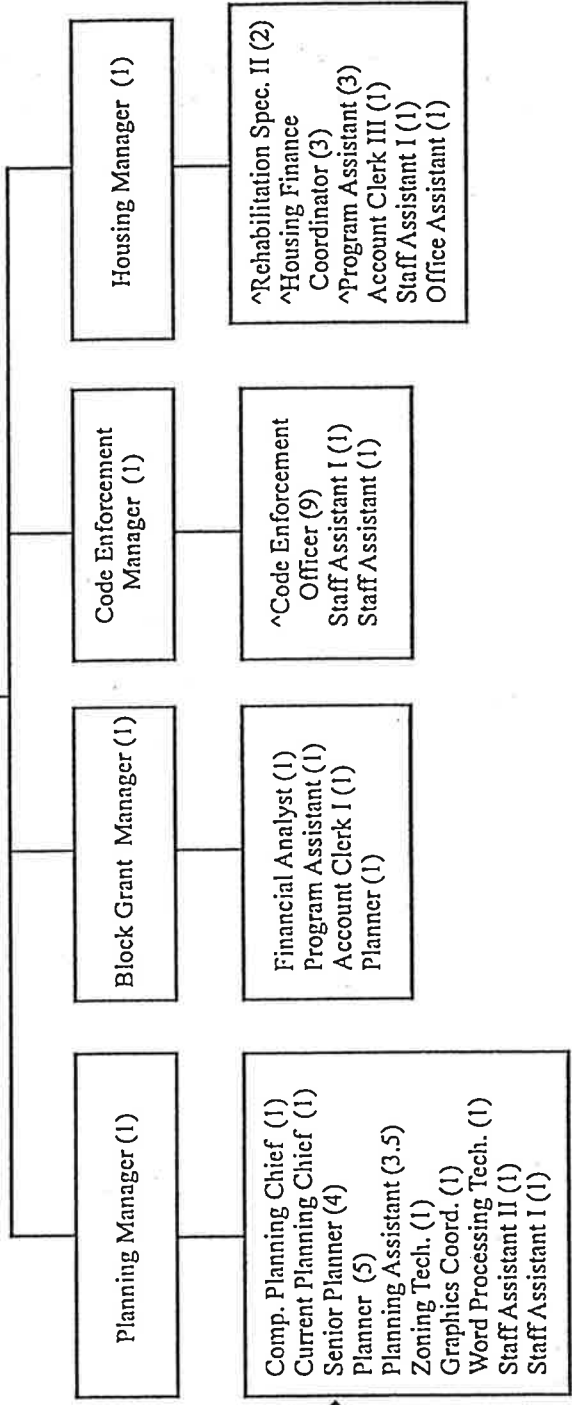
Current

- Program Changes
 Add Program Assistant (1)
 ~Add Project Coordinator (1)
 ~Fund Project Coordinator (0.5) from SMU fund
 ^Add Code Enforcement Officer (1)
 Delete Planning Assistant (0.5)
 ^Reclassify Rehabilitation Specialist I (1)
 to Rehabilitation Specialist II (1)
 ^Add Program Assistant (2)
 ^Add Office Assistant (1)

**COMMUNITY DEVELOPMENT
DIRECTOR (1)**

Community Redevelopment
 Agency Manager (1)
 Staff Assistant I (1)
 ~=Project Coord. (1)

Sr. Staff Assistant (1)



Total Employees - 54.5

~Project Coordinator (0.5) funded from SMU fund.
 ^Changes made during FY 1999 and FY 2000

DRAFT

NEIGHBORHOOD PLANNING COORDINATOR

NATURE OF WORK

Professional and supervisory planning work in the administration of the City's neighborhood planning program.

CLASSIFICATION STANDARDS

The single position allocated to this classification reports to a designated supervisor and works under general supervision. Work in this class is distinguished from higher classes by its lack of managerial responsibility and from lower classes by its emphasis on supervisory duties and its emphasis on independent judgement and ingenuity in and executing neighborhood planning work.

EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Plans, organizes, and oversees work of the Neighborhood and Historic Preservation Planning program

Supervises and conducts background research, surveys, and interviews on neighborhood issues, land use and zoning and prepares related reports. Maintains appropriate records.

Supervises, plans and coordinates work of subordinates.

Drafts Neighborhood Action Plans in coordination with neighborhood groups.

Performs complex land use, zoning, and neighborhood planning studies.

Make presentations and recommendations to neighborhood groups, advisory boards and City Commission based on results of completed studies and sound planning practices.

Reviews and takes appropriate action on field reports related to planning.

Interprets land development code and related regulations.

Facilitate neighborhood group meeting and provide team leadership in an urban planning environment

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

Ability to establish and maintain effective working relationships within the neighborhoods, with other city department employees, as well as members of community based groups.

DRAFT

Attend after hours and weekend meetings.

Attends work on continuous and regular basis.

NON-ESSENTIAL JOB FUNCTIONS

Serve as the neighborhood information resource liaison.

Confers with the public on zoning and planning matters.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in urban planning or related field, and completion of a Master's degree in planning from a program accredited by the American Planning Association, and three years experience in urban planning, neighborhood revitalization, or any equivalent combination of education and experience related to neighborhood redevelopment and preservation.

LICENSES/CERTIFICATES

None.

NOTES

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

SELECTION FACTORS

Thorough knowledge of principles and practices of public planning.

Thorough knowledge of planning principles and practices as applied to the collection of community planning data and to the preparation of planning reports and studies in both graphic and written form.

Knowledge of urban design, neighborhood planning and comprehensive planning as applied to public planning.

Knowledge of laws and regulations relating to planning.

Knowledge of zoning, subdivision regulations, and other development ordinances.

Ability to plan, schedule, organize, supervise, and counsel subordinates effectively.

Ability to carry out complex planning studies and analyzes information and make substantive recommendations based on such studies.

DRAFT

Ability to communicate effectively, both orally and in writing.

Ability to work effectively with elected officials, charter officers, department heads, and representatives of other agencies, other city employees, and diverse neighborhood groups.

Human Resources Department: _____ / _____
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.

REVISION DATE: [NEW DRAFT:04/26/2002]

PLANNER, SENIOR

NATURE OF WORK

Professional planning work in the administration of the City's planning program.

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 classes by its limited supervisory responsibility and from lower classes by its advanced application of professional planning skills and technical nature.

EXAMPLES OF WORK**

ESSENTIAL JOB FUNCTIONS

Prepares studies, reports, memoranda, correspondence and recommendations relating to comprehensive, current and environmental planning.

Prepares updates to Comprehensive Plan and Land Development Code, incorporating urban design, neighborhood planning and sustainable practices.

Processes applications for zoning, subdivision and site plan approval requests and prepares preliminary recommendations for submission to the City Plan Board or Development Review Board.

Assigns work to subprofessional employees and makes periodic progress checks.

Follows up on requests to the Board of Adjustment to see that all phases in application processing are carried out.

Interprets zoning ordinances and the comprehensive plan to City officials and the public.

Confers with the public on matters concerning planning and plan implementation including speaking to organizations, providing technical assistance to advisory boards and participating in individual conferences.

Attends meetings of the City Plan Board and the Board of Adjustment.

Attends work on continuous and regular basis.

NON-ESSENTIAL JOB FUNCTIONS

Conducts field investigations and interviews.

Maintains plans and specifications in compliance with City policy and planning principles.

May act in absence of supervisor.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Masters Degree in planning from a program accredited by the American Planning Association, and two years experience in Urban Planning. Two years of additional experience in Urban Planning can be substituted for the Masters Degree. Background in Urban Design or Architecture preferred.

LICENSES/CERTIFICATES

Valid Florida Driver's License required.

NOTES

Position may involve comprehensive and current planning over time.

Will be required to attend meetings outside business hours.

SELECTION FACTORS

Knowledge of principles and practices of architecture, urban design, and/or landscape architecture.

Thorough knowledge of principles, practices and methods of planning and neighborhood planning.

Thorough knowledge of planning principles and practices as applied to collection of community planning data and to preparation of community planning reports and studies in both graphic and written form.

Knowledge of zoning, subdivision regulations and other development ordinances.

Knowledge of economics, municipal finance, statistics and sociology as applied to public planning.

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 use maps and written data sources.

Ability to prepare comprehensive plans and to maintain them with technical accuracy.

Ability to participate in complex planning studies and to analyze information and make substantive recommendations based on such studies.

Human Resources Department:  1/10/99
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 those inherent in the job.

REVISION DATE: 12/1/94; 10/1/96; 5/1/97; 7/1/98.