

**East Central Florida Regional Planning Council**  
**JOB DESCRIPTION**

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**Job Title:** Planner II

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**Status:** Exempt

**Salary Range:** \$48,000 + DOQ

**Reports to:** Director of Planning & Community Development

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**Summary:** The Planner II position requires expertise in the planning field and in-depth knowledge in one or more planning specialties such as economic development, environmental, transportation, resilience or local/comprehensive planning. This position requires the ability to work independently in a fast-paced environment, have experience using GIS software for a variety of projects including for both mapping and technical analysis. The Planner II will work on a variety of projects across program areas and must be able to manage multiple projects of varying scope from conception to completion. Also, must possess meeting facilitation and public speaking skills, high-level technical and persuasive writing abilities, and the ability to work with elected officials, staff and the public.

**Primary Duties and Responsibilities:**

1. Works in regional program areas relating to economic development, community development, hazard mitigation, resiliency and others.
2. Interprets and applies applicable state, county and local codes, ordinances and regulations for communities across the region.
3. Interprets and applies applicable federal program and grant requirements.
4. Assists with updates and maintenance of Comprehensive Plan and land development regulations for communities across the region.
5. Conducts review of various development applications including plats, permits, site plans, variance requests and re-zonings.
6. Conducts extensive research in specific or general project areas.
7. Writes and presents formal and technical reports, working papers and correspondence.
8. Identifies community issues and opportunities that could be mitigated through better community planning.
9. Develops long-range plans, strategic plans, visions and others for communities.
10. Develops strategies to promote economic and community development or efficient land use consistent with community goals.
11. Evaluates adequacy of community facilities in meeting current and projected needs.
12. Recommends priorities, schedules, and funding sources to implement public improvement plan.
13. Writes, or assists in writing, a variety of ordinances and regulations relating to development controls.
14. Writes project proposals and grants.
15. Manages assigned projects and coordinates with project team.
16. Performs extensive GIS work and conducts GIS analysis.
17. Must be able to attend evening and weekend meetings as needed.
18. Performs additional tasks and other duties as assigned by supervisor.

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**Job Title:** Planner II (continued)

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**Supervisory Responsibilities:** none

**Training, Education and Experience:** Master's degree in planning or related field and at least three years of professional planning experience. May accept candidates with a Bachelor's Degree in planning or a related field and five years of professional planning experience.

- Well-developed knowledge of planning principles, practices, and techniques
- In-depth knowledge of one or more planning specialization, such as transportation planning, community planning, or economic development
- Knowledge of principles, methodology, practices of research and data collection
- Effective writing techniques
- Statistical knowledge and ability to apply such knowledge in practical situations
- Extensive GIS experience required
- AICP preferred

**Computer Skills:** Knowledge of computer hardware and software programs, which may include Microsoft Office, Internet applications, database management and demonstrate GIS expertise and analysis.

**Physical Demands:** Occasional lifting of items up to 25 pounds.

**Areas of Decision Making Authority:** n/a

**Means of Accountability:** Annual review by the Director of Planning & Community Development.