



CITY OF PORT ORANGE
invites applications for the position of:
Principal Planner
Transportation

SALARY: \$50,281.00 - \$81,958.00 Annually

CLOSING DATE: Open until filled

JOB TYPE: Full Time

DEPARTMENT: COMMUNITY DEVELOPMENT

POSITION OBJECTIVES:

This is a professional planning position. This position is responsible for significant planning projects and/or review of complex development proposals, and for conducting independent studies with respect to transportation and community planning.

ESSENTIAL FUNCTIONS:

- Oversee the City's Transportation Concurrency and Mobility System and plan for the City's future transportation needs
- Develop a section work program with the division head
- Review various development applications and traffic impact analyses for compliance with local, state and federal standards
- Work with other City staff members in preparation and formulation of fair-share agreements or other arrangements for developments to meet concurrency and maintain the City's desired level of service
- Prepare staff comments and recommendations into report format for review by the Staff Development Review Committee, City of Port Orange Planning Commission and/or City Council Develop strategies to address cumulative traffic impacts of new development projects
- Serve as the City's representative and primary contact on various transportation projects, on the River2Sea TPO Technical Coordinating Committee, and with various transportation officials in other agencies
- Apply for transportation project grants through the River2Sea TPO and other agencies
- Coordinate with the TPO on each project through the feasibility and design phases
- Work with the Community Development Engineer to identify and prepare transportation improvement proposals for the annual Capital Improvements Program
- Maintain various databases for road and intersection capacity and for other transportation facilities and operations
- Communicate complicated planning principles to the general public, citizen advisory boards, Planning Commission and City Council
- Prepare updates to the Comprehensive Plan, Land Development Code, and Standard Construction details with respect to transportation issues, as required by Florida Statutes
- Provides general assistance to the public, including but not limited to zoning and setback inquiries, requests for zoning certifications, zoning approvals of liquor licenses, occupational licenses, and

Assisted Living Facilities, and the production of various maps and documents requested by the public.

- Prepares various technical reports, particularly related to variance requests, conventional rezoning, special exceptions, conditional uses, changes of use, and small-scale future land use amendments.
- Reviews permit applications for signs, fences, tenant build-outs, and similar types of structures.
- Reviews minor subdivisions and minor site plan modifications, as assigned by the Planning and Development Manager.
- Assists the City in times of emergency, as may be directed by the City Manager, Director of Community Development, Planning & Development Manager, and/or Incident Commander.
- Performs related work as required. These additional duties may be representative of tasks typically performed by those in a lesser or more advanced job grade.

EDUCATION & EXPERIENCE:

- Bachelors Degree in Urban Planning, Public Administration, Engineering, or related field.
- Four (4) years of related experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of planning, civil engineering, and transportation design principles and practices. Knowledge of appropriate State and Federal programs related to the local planning functions. Ability to read, analyze, and interpret work related documents.
- Ability to write correspondence, memos, and other documentations in standard English text. Ability to effectively present information in written and oral format to individuals and small groups.
- Ability to respond to various parties in a courteous and professional manner, regardless of the circumstances.
- Ability to comprehend and apply principles of mathematical concepts related to this position. Ability to identify problems and review related information to develop and evaluate options and implement solutions that are in accordance with laws, ordinances, and established principles. Ability to assign and direct the work of others.
- Ability to establish and maintain effective, professional working relationships.
- Ability to comprehend spatial relationships. Ability to read, interpret, and create maps.
- Ability to work cooperatively in a team environment.
- Computer skills, including experience in software applications appropriate to this position such as word processing, spreadsheets, power point, email, and GIS.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.port-orange.org>

1000 City Center Circle

Position #2017-26

PRINCIPAL PLANNER TRANSPORTATION

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