

MAJOR FUNCTION

This is responsible advanced professional and administrative work in transit or community planning, research, analysis, and design. An employee in this class coordinates planning projects, submittals, and other regulatory reports. Work includes collecting and evaluating data, writing technical documents, participating on review committees, and making recommendations that result in improved service delivery. This position assesses the impacts of proposed land use on transportation or community planning and decisions. The incumbent is expected to exercise independent judgement and initiative. Work is performed under the general administrative direction of a higher level professional or manager and is reviewed through conferences, analysis or reports and recommendations and through evaluation of results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Job Duties**

Plans, directs, trains, and supervises subordinates in the Planning Division to effectively implement policies and strategic priorities. Leads the development of local and regional plans, feasibility studies, maps, and data visualizations. Reviews site plans and development applications to ensure conformance with standards and regulations. Designs and implements long range plans and studies concerning areas such as natural resources, land use and transportation, public services and facilities and strategic planning. Research trends and industry best practices and makes recommendations on system and/or process improvements and departmental procedures. Contributes to the efficiency and effectiveness of the unit's service to its customers. Participates and collaborates with other departments and agencies in development of master plans for multi-jurisdictional areas and functions. Serves on various committees as required. Makes presentations and recommendations before Planning Commissions, Board of Commissioners, and other governing and advisory boards and agencies. May serve as a project manager on key departmental initiatives. May provide lead direction to planning staff; coordinate work activities, projects, and programs; monitor workflow; review and evaluate work products, methods, and procedures; instruct staff in work procedures. Recommends the hire, transfer, discipline, grievance resolution, and discharge of employees. Conducts performance evaluations and recommends approval or denial of merit increases. May provide training to other staff in the use of specialized equipment and applications used in job performance. Performs related work as required.

Other Important Duties (As is applicable to individual positions)**StarMetro**

Analyzes ridership data, on-time-performance, and other performance metrics to inform route design, scheduling, and placement of amenities. Prepares reports and submittals in response to federal and state reporting requirements, e.g., NTD, DBE, Section 15, Section 504, TIP, Title VI, EEO, etc. Assist with the administration of federal and state transit grants, including reviewing NOFOs, evaluating funding requirements, preparing submittals, tracking awards, developing MPRs, and supporting project implementation. May serve as grants management coordinator, which includes tracking available funding, research, monitoring, proposal, and report development to comply with grant funding requirements and some program implementation.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills (As is applicable to individual positions)**

Thorough knowledge of the principles and practices of urban planning, design, and development, including land use and the socio-economic implications of land use regulation. Thorough knowledge of federal, state, and city policies and regulations related to planning. Considerable knowledge of statistical analysis, budget preparation methods, and mathematical concepts. Ability to read and

review architectural drawings and site plan documents. Ability to perform technical research and formulate recommendations based upon findings. Ability to plan, schedule, and review the work of subordinates in a manner conducive to full performance and high morale. Ability to maintain effective working relationships as necessitated by the work. Ability to communicate effectively orally, with visual aids, and in writing. Ability to produce drawings, charts, graphs, and site maps. Skills in research methods and data analysis. Skill in the use of personal computers and some associated programs and applications (e.g., geographic information systems) necessary for successful job performance.

Minimum Training and Experience

(Applicable to all positions unless stated otherwise below.)

Possession of a master's degree in planning, public administration, a field related to the aforementioned areas or a field directly related to the area to which the position is assigned and three year of professional experience that includes planning; or possession of a bachelor's degree in planning, public administration, a field related to the aforementioned areas or a field directly related to the area to which the position is assigned and four years of professional experience that includes planning; or an equivalent combination of training and experience.

Necessary Special Requirement (Applicable to all positions.)

At the department director's discretion, a valid Class E State driver's license may be required for any of the designated positions allocated to this class.

For designated positions in this job classification, incumbent will be required to file a financial disclosure statement with the Supervisor of Elections in their county of residence, in compliance with Florida Statutes, Chapter 112, Part III. Such filing is required within 30 days of placement in a covered position, annually thereafter by no later than July 1 of each year in which they serve in the covered position, and within 60 days of leaving the covered position.

Established: 12-26-24