



JOB POSTING ANNOUNCEMENT

PLANNING AND ZONING ADMINISTRATOR

The City of Quincy, FL has an immediate need for a Planning and Zoning Administrator. This is a highly technical, administrative, and supervisory position in the Building and Planning Department.

DUTIES AND RESPONSIBILITIES:

- Administers Zoning Board of Adjustment and Planning and Zoning Board processes according to legal requirements, including scheduling and attending meetings, responding to inquiries, providing technical assistance, and supervising preparation and distribution of staff reports, minutes and agendas.
- Responsible for the review of the Business Tax Receipt Applications.
- Supervises and directs the work of the Principal Planner and Senior Planner, including planning, scheduling and creating work assignments; and evaluating performance.
- Reviews state and federal regulations related to zoning and land use to ensure City compliance with all requirements and directives.
- Performs research of and drafts complex land development codes, including redevelopment regulations.
- Coordinates with the public regarding neighborhood issues and makes recommendations on implementing various aspects of the Neighborhood Sector Plans.
- Coordinates with other governmental agencies, including but not limited to, the Department of Community Transportation, the Department of Environmental Protection, and The Department of Community Affairs regarding City planning issues.
- Performs detailed analysis for in house research studies.
- Responsible for the review of land development/subdivision proposals as needed to ensure compliance with land use ordinances, including conducting on-site inspections, meeting with developers, attorneys and surveyors, engineers, and resolving problems.
- Compiles data for special use permits and other zoning matters.
- Analyzes conditions pertaining to the economic base, community facilities, public improvements and related development processes and assists Director with preparation of Section budget.
- Collects and provides analyses of land use, social and economic data.
- Recommends changes to code of ordinances concerning land development and other city issues.
- Prepares study maps, sketches, charts and other graphical materials for planning purposes, report publications and exhibitions as required.
- Handles board and Committee meetings as assigned by the City Manager.

KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of practice and principles of the socio-economic as well as the physical aspects of planning.
- Ability to deal with the public as related to collecting and dispensing data; to follow complex oral and written instruction; to prepare studies and reports with technical accuracy.
- Skill in preparation of maps and charts and in the interpretation of statistical data.
- Ability to make presentations to staff, Board and Committee Meetings.

MINIMUM QUALIFICATIONS:

- Masters degree in Planning, Urban Design, Geography or similar related field with two (2) years experience; or a bachelor degree with major in Urban Planning, Economics, Geography or similar related field and minimum four (4) years experience of any equivalent combination of experience and training, which provides the required knowledge, abilities and skills.

We offer a competitive salary and compensation package. Salary Range: \$54,788.00 - \$74,230.00. If this sounds like the opportunity you have been looking for, please mail or email your application and resume to:

HumanResources@myquincy.net

HUMAN RESOURCES DEPARTMENT - 404-West Jefferson Street, Quincy, Florida 32351

CLOSING DATE: OPEN UNTIL FILLED

THE CITY OF QUINCY IS A DRUG FREE WORK PLACE AND AN EQUAL OPPORTUNITY EMPLOYER