



BOARD of COUNTY COMMISSIONERS

CALHOUN COUNTY, FLORIDA



Calhoun County Planner/Administrative Assistant

Salary: Up to \$60,000 annually depending on experience plus benefits

Application may be obtained at: Courthouse Room 130, Clerk's Human Resource Department, or request application dschamens@calhounclerk.com

Applications: Completed applications, including resumes, can be dropped off at the Courthouse, Rm 130 or emailed to employment@calhouncountygov.com

Job Classification: Full-time

Location: Willing to establish full-time residency in Calhoun County within 6 months.

GENERAL DESCRIPTION OF DUTIES

This position is a professional, entry-level land use planning position responsible for the review of the following for compliance with the Calhoun County Land Development Code (LDC):

- building permits
- site and development plans
- sign permits
- subdivision & exempt subdivision requirements
- land use map and density zoning requirements
- other development applications
- prepare correspondence as directed by the BOCC in coordination with the Clerk's office
- assist in requested grant securement activities as directed by BOCC with other county staff
- perform other duties as directed by the BOCC

NOTE: The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

ESSENTIAL DUTIES

Work involves ensuring the vitality of the community, both natural and built environments, by promoting awareness and compliance with adopted codes and policies. Duties include research, review of development applications for completeness, preparation of comprehensive staff reports and presentation of information/reports to citizen committees, approval bodies, and the public. Prepare Planning Commission meeting schedules, agendas & minutes as well as legal advertisements within statutory timelines. Must be willing and able to attend regular and special meetings held outside of normal office hours. This position may also assist senior staff with special projects, and frequently interacts with the public and requires exceptional customer service skills.

Performs permit review and research. Interviews applicants to ensure project will comply with the applicable development regulations. Reviews building permits, sign permits and temporary permits for completeness and compliance with the LDC.

Performs site and development plan review. Review of development applications for compliance with the applicable LDC provisions. Serves as project coordinator with internal and external divisions/departments and ensures proper notification of public meetings. Prepares and presents reports to approval bodies and prepares documents for final approval.

Responsible for responding to customer phone calls and correspondence as well as meeting with walk-in customers. Duties will include research of LDC and Comprehensive Plan requirements as well as coordination with internal/external



BOARD of COUNTY COMMISSIONERS

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departments to address customer inquiries.

OTHER IMPORTANT DUTIES

This position will be responsible for other related duties such as, but not limited to, review and research of new ordinances, maintenance/amendments of the Land Development Code and Comprehensive Plan documents and other special projects requested by the BOCC. This position will ensure growth and profitability for Calhoun County and adjust. Represent the BOCC as directed at meetings with Federal and State agencies as necessary. This individual will possess strong written and verbal communication skills and be able to represent the county were deemed appropriate. The responsibilities include keeping leadership abreast of changes in the industry and the impacts of events on the business climate and incorporate relevant trend data into all plans.

DIFFICULTY

Read, interpret and become thoroughly knowledgeable of The Calhoun County Comprehensive Plan, Calhoun County Land Development Regulation Code, Calhoun County Land Use Map, Federal Flood Plain Map/Policies and Florida Wetland Map/Policies and all other related planning codes as referenced by Florida Statutes and must develop reasonable, supportable, and consistent interpretation of regulations, policies and procedures to meet the needs of customers. Work tasks involve the independent application of various County codes and policies and advising customers on courses of action. Employee assigned to class must work multiple projects with overlapping sequences of required tasks. New procedures are implemented weekly. Employee must determine practical solutions to customers' land development problems.

RESPONSIBILITY

Supervision Received

Duties are defined and require significant independent judgment in reviewing building permits for zoning compliance; review of site plans for compliance with established zoning and comprehensive plan goals and regulations.

Supervision of Others

None.

INTERNAL AND EXTERNAL CUSTOMER CONTACT

Employee has regular and frequent contact with all types of people within and outside the organization. The purpose of the contact may include, but is not limited to answering questions, providing research, coordinating project reviews and approvals, discussing land development code interpretations, and requesting legal interpretations of County codes, policies, procedures, and forms.

EQUIPMENT AND TOOLS USED

Personal computer, Microsoft Office Suite, Microsoft Windows, and specialized software are the equipment that may be used.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Work is performed indoors, usually seated in a chair at a desk. Must be able to remain in a stationary position at a desk and/or computer for extended periods of time.

KNOWLEDGE, SKILLS, AND ABILITIES

Read, interpret, and become thoroughly knowledgeable of The Calhoun County Comprehensive Plan, Calhoun County Land Development Regulation Code, Calhoun County Land Use Map, Federal Flood Plain Map/Policies and Florida Wetland Map/Policies and all other related planning codes as referenced by Florida Statutes and must develop reasonable,



BOARD of COUNTY COMMISSIONERS

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supportable, and consistent interpretation of regulations, policies, and procedures to meet the needs of customers as it relates to land use planning and zoning, site and development plan review, local land development codes and the Calhoun County Comprehensive Plan. GIS experience is a plus.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with a bachelor's degree in Planning, Business, Geography, Landscape, Government, Education, or related field. A degree in Urban Environmental Planning is preferred.

NECESSARY SPECIAL REQUIREMENTS

Must have a valid State of Florida Class "E" Operator's License and have a favorable driving record. American Institute of Certified Planner (AICP) Certification is **preferred**.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check, and drug testing.