SARASOTA COUNTY GOVERNMENT
CAREER TRACK

PLANNER CAREER TRACK

SUB-CLASS CODES: See Below
EEO Code: Planner Tech. 03, Planner 02
FLSA: See Below
W/C Code: 8601
PAY BAND: See Below

MAJOR FUNCTIONS

These are professional positions which perform work assigned personnel engaged in functions related to development and analysis of information to plan and develop projects and initiatives throughout the enterprise. Responsibilities include: Comprehensive Plan, Rezones, Developments of Regional Impact, Neighborhood Planning, regulating the requirements in the Zoning Ordinance, Land Development Review, Parks Planning, and Transportation Planning. Specific functions are listed below and represent normal progression from basic Planner Technician to Planner IV. In addition, progression to each level requires achievement of specific criteria and documented by Planning Management Staff.

Primary Purpose				
Planner Tech. Para-Professional, Tier III, Non -Exempt Sub-Class Code - 31815 Pay Grade - 9931	*** Planner I** Professional/Technical, Tier I, Exempt Sub-Class Code - 31863 Pay Grade - 9932	**** Planner II** Professional/Technical, Tier II, Exempt Sub-Class Code – 31864 Pay Grade - 9933	***** Planner III** Professional/Technical, Tier III, Exempt Sub-Class Code – 31865 Pay Grade - 9934	****** Planner IV** Professional/Technical, Tier IV, Exempt Sub-Class Code – 31866 Pay Grade - 9935
This is paraprofessional work assisting with the development of factual information related to planning and development projects and initiatives throughout the enterprise. Employees typically require guidance and direction and are monitored, reviewed and supervised by higher level Planners. **In general, work assignments at this level include, but are not limited to….** ▪ Prepares graphics including spreadsheets, tables and maps ▪ Conducts research and gathers information on maps and other special studies ▪ Measures, tabulates and analyzes data ▪ Prepares reports ▪ Determines development capacity of land ▪ Enters data into electronic database ▪ Performs clerical tasks related to distribution of planning/zoning reports	**This position performs entry level Planner work assisting higher level Planners. Some guidance and direction are typically required; performance is monitored, reviewed and supervised. Progression to the next level depends on performance reviews, budget constraints, and documented criteria.** **In general, work assignments at this level include, but are not limited to….** ▪ Prepares and assists with reports and recommendations ▪ Develops and conducts special studies and analysis ▪ Responds to special reports and requests ▪ Assists in preparing plan amendments ▪ Assists in preparing neighborhood plans ▪ Provides support to other levels as required ▪ Makes presentations to groups such as advisory boards, Planning Commission, Board of County Commissioners, neighborhood groups, etc.	**This is a professional and technical position with progressively responsible work of an advanced nature. Work may assist the Planner IIIs and IVs with monitoring and mentoring level I Planners and overseeing specific projects.** **In general, work assignments at this level include, but are not limited to….** ▪ Provides guidance to Tier I level ▪ Leads other staff on project teams ▪ Plans, develops and conducts special studies ▪ Maintains and updates projects ▪ Assists in all Planning efforts ▪ Conducts statistical analysis ▪ Prepares plan amendment analysis ▪ Conducts consistency reviews ▪ Makes presentations to BCC, advisory boards, Planning Commission, neighborhood groups, etc.	**This level is considered a 1st level lead position. May mentor/monitor one or more Planners, oversee multiple functional activities, provide input on performance reviews, promotions and disciplinary actions. Assist Planner IIs on projects and special assignments.** **In general, work assignments at this level include, but are not limited to….** ▪ Acts a technical advisor ▪ Serves as subject matter expert ▪ Oversees budgets and financial activities related to project or program work ▪ Assists with financial plans ▪ Prepares and presents periodic and special reports and presentations ▪ Develops and trains personnel ▪ Approves and assigns objectives and goals for all assigned areas ▪ Assigns special projects as required	**This level is considered a 2nd level lead position with Planner reports. May mentor/monitor multiple major functional activities. Provides input on performance reviews, promotions and disciplinary actions. Works with managers on major projects and assignments. Develops planning models and budgets as assigned.** **In general, work assignments at this level include, but are not limited to….** ▪ Leads and oversees major/complex planning projects ▪ Develops, coaches and oversees assigned lower level Planners ▪ May oversee budgets/business plans ▪ Presents and presides at major presentations ▪ Responsible for community relations and executive interface for all areas assigned ▪ Oversees all special assignments ▪ Represents county in assigned major planning projects or programs ▪ Contributes to employee performance reviews, employee relation's issues, and budget and business planning

Primary Purpose (continued)

Planner Tech. Para-Professional, Tier III, Non -Exempt Sub-Class Code - 31815 Pay Grade - 9931	*** Planner I** Professional/Technical, Tier I, Exempt Sub-Class Code - 31863 Pay Grade - 9932	**** Planner II** Professional/Technical, Tier II, Exempt Sub-Class Code – 31864 Pay Grade - 9933	***** Planner III** Professional/Technical, Tier III, Exempt Sub-Class Code – 31865 Pay Grade - 9934	****** Planner IV** Professional/Technical, Tier IV, Exempt Sub-Class Code – 31866 Pay Grade - 9935
▪ Assists the public, County agencies and internal customers with general information ▪ Assists with database development ▪ Prepares draft and presentation graphics including charts, table and maps	▪ Conducts analysis and consistency reviews ▪ Confers with general public, County Officials and internal customers as required ▪ Coordinates reviews, input, and/or collaboration on projects	▪ Interacts with citizens and clients ▪ Facilitates meetings and events	▪ Makes recommendations on projects ▪ Performs high degree of public interface, presents to BCC, advisory boards, Planning Commission, neighborhood groups, etc. ▪ Facilitates meetings and events ▪ Oversees completion of projects assigned ▪ Oversees progress of assigned teams ▪ Develops performance goals and measures	▪ Acts as lead on very complex and controversial issues. ▪ Make final decisions with manager on plans ▪ Performs critical degree of public interface ▪ Oversees and manages critical projects ▪ Provides input on performance reviews ▪ Develops and monitors performance goals and measures
* Tier I level includes Planner Tech duties **Tier II level includes Tier I and Planner Tech. duties ***Tier III includes Tier I, II and Planner Tech. duties **** Manages Projects				

Primary Core Competencies (Knowledge, Skills and Abilities)

Para-Professional, Tier III	**Professional, Tier I**	**Professional, Tier II**	**Professional, Tier III**	**Professional, Tier IV**
Basic Skills				
▪ Excellent customer, client and citizen relations ▪ Effective written and verbal interaction ▪ Prioritize and schedule assignments ▪ County policies and procedures ▪ Local, State and Federal Regulations ▪ General research .	▪ Knowledge of planning principles & best practices ▪ Written and verbal interaction ▪ Effective communication techniques ▪ Prioritize assignments ▪ Scheduling/Time Management ▪ County policies and procedures ▪ Client, customer, and citizen relations ▪ Local, State and Federal Regulations	▪ Knowledge of planning principles and best practices ▪ Excellent written and verbal Communications ▪ Intermediate knowledge of work areas ▪ Program/project planning ▪ Financial judgment ▪ 2 years Tier I experience or equivalent ▪ Develop/implement goals & objectives ▪ Evaluate work of others ▪ Public and media interaction ▪ Presentation skills ▪ Facilitation skills ▪ Negotiating skills	▪ Advanced knowledge of planning principles and best practices ▪ Fundamental understanding of planning case law ▪ Complex and difficult assignments ▪ Advanced interpersonal skills ▪ Oversee, mentor and lead others ▪ Coordinate and implement changes ▪ Monitor and coordinate projects ▪ Advise and guide customers ▪ Public and media interaction ▪ Presentation Skills ▪ Facilitation/public engagement skills ▪ Negotiating skills ▪ Develop solutions to problems ▪ Excellent employee relations ▪ Interface with agency counterparts	▪ Advanced knowledge of planning principles and best practices ▪ Advanced understanding of planning case law ▪ Client, customer, and citizen relations ▪ Project and people management ▪ Sensitive interpersonal skills ▪ Supervising others ▪ Managing Financial budgeting ▪ Sensitive/Critical presentations and facilitation ▪ Public engagement ▪ Developing business plans ▪ Advising and mentoring others ▪ Creativity ▪ Judgment and discretion ▪ Group Dynamics
Business Equipment and Computer Skills				
▪ Basic software applications ▪ E-mail communications ▪ Internet/Intranet operations ▪ Internet searches ▪ Copiers, shredders, telephones, etc. ▪ Some knowledge of GIS	▪ All of Planner Tech. skills ▪ GIS Software	▪ Intermediate software applications ▪ Tier I Equipment & Skills ▪ Desktop publishing software ▪ Database management ▪ Microsoft Power Point or other presentation software ▪ Field related equipment	▪ Advanced software applications ▪ Tier II Equipment & Skills ▪ Desktop publishing software for preparing documents and reports ▪ Database management ▪ Microsoft Power Point or other presentation software	Same Skills and Competencies in previous tier with increased complexities and accountabilities.

Primary Core Competencies (Knowledge, Skills and Abilities)

Technical Skills (May Be Required Depending on Specific Job)

▪ Writing skills ▪ Compile, tabulate, enter data ▪ Preparing and interpreting maps ▪ Understanding differences between Comprehensive Plan, Zoning Ordinance, Land Development Regulations, State Statues regarding planning legislation, etc. ▪ Proficient of various software programs related to the position ▪ Policy knowledge	▪ Business writing skills ▪ Software for computer systems ▪ Computer networking ▪ Computer peripherals ▪ Video and media presentations ▪ Policy knowledge ▪ Job related equipment	▪ Compile and analyze data ▪ Design and conduct projects ▪ Understand Planning/Development principles ▪ Solid understanding of P/D Objectives ▪ Local Zoning Regulations ▪ Overseeing P/D Projects ▪ Strategic Thinking	▪ The big picture ▪ Develop policy and procedures ▪ Overseeing Major Projects ▪ Coordination of efforts ▪ Advanced Certifications/Courses ▪ Political savvy ▪ Decision making	▪ Developing others/Mentoring ▪ Leadership ▪ Critical Projects ▪ Linking with other functional areas ▪ Promoting Teamwork ▪ Assigning work to others ▪ Evaluating performance ▪ Assigning performance goals/objectives

Minimum Qualifications

Para-Professional, Tier III	Professional, Tier I	Professional, Tier II	Professional, Tier III	Professional, Tier IV
▪ College course work (60-semester credit hours) in Planning, Geography, GIS data, Statistics, Economics, or other-related field; related planning experience may be substituted for the 60-semester credit hours. **OR** ▪ Two years of experience in compiling, tabulating and entering data, preparing, and interpreting maps/GIS information, and other general research. ▪ Some knowledge/skills in GIS is preferred (interpreting maps, understanding of GIS capabilities and perform basic GIS queries).	▪ BS degree from an accredited college or university in Planning, Geography or closely aligned and related field. ▪ A minimum of 6-months related professional planning experience or related planning internships. ▪ Master's degree may substitute for the required experience. ▪ Planning experience can substitute for education on a year for year basis depending on the type of experience. ▪ GIS Mapping experience is a plus.	▪ BS degree from and accredited college or university in Planning, Geography or closely aligned and related field. ▪ A minimum of four years related professional planning experience. ▪ Master's degree may substitute for one year of required experience. ▪ Planning experience can substitute for education on a year for year basis depending on the type of experience. ▪ GIS Mapping experience is a plus. ▪ AICP Certification preferred.	▪ BS degree from an accredited college or university in Planning, Geography or related field. ▪ Minimum of 6 yrs. related professional planning experience. ▪ Demonstrated leadership experience in large and complex projects. ▪ Master's degree may substitute for one year of required experience. ▪ Planning experience may substitute for education on a year for year basis. ▪ GIS Mapping experience is a plus. ▪ AICP Certification preferred. ▪ Other AICP similar certification acceptable based on mgmt. approval.	▪ BS degree from an accredited college or university in Planning, Geography or closely aligned and related field. ▪ Minimum of 8 years related professional planning experience. ▪ Demonstrated leadership experience in large and complex projects. ▪ Master's degree may substitute for one year of required experience. ▪ Planning experience may substitute for education on a year for year basis. ▪ Two years of supervisory experience. ▪ GIS Mapping experience is a plus. ▪ AICP Certification preferred. ▪ Other AICP similar certification based on management approval.
NOTE: 30 college credits are considered equivalent to one year of college.				

NOTE: Employees that acquire the skills and minimum qualifications for the next level will be able to apply for promotional opportunities.
Employees will not automatically be upgraded to the next level. Reclassifying a position is based on business need and financial impact and not based solely on the incumbent.

APPROVED BY: **DATE:**

Chris Louria Digitally signed by Chris Louria Date: 2023.04.25 10:41:32 -04'00'

Chris Louria, Chief Human Resources Officer

History: 5/17/22; 10/1/19; 2/13/12; 11/3/09