



**PLANNING SUPERVISOR**  
**FLSA: Exempt**  
Grade 33 \$66,309.02 - \$106,094.43

**GENERAL DEFINITION**

This is responsible managerial, advanced professional and supervisory work of considerable difficulty assisting higher-level management in assigned planning operations. Position is responsible for advanced managerial and professional work in the areas of planning and development for the City's current and long-range planning goals, objectives, and initiatives. Employee will be responsible for the supervision of planning staff, including Senior Planner(s), Associate Planner(s), and Administrative Assistant. Areas of responsibility include, but are not limited to, comprehensive and neighborhood planning, development review, conducting research and special studies, interpreting the land development, and reviewing amendments to the code for conformance with the comprehensive plan. Responsibilities include managing and coordinating the activities of professional and paraprofessional planning staff, providing technical advisement on planning and growth management issues, coordination with other departments and agencies involved in planning and growth management, conducting surveys, and compiling and analyzing data for planning projects affecting zoning and land use planning. The incumbent will act as the liaison to the various Boards and City Commission on all current planning cases and zoning code amendments.

**ESSENTIAL JOB DUTIES**

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Manages and coordinates the day to day activities of the division; facilitates both long-range and current planning actions related to compliance with the Land Development Code and Comprehensive Plan goals, objectives, and policy.
- Supervises and reviews all work performed by Senior Planner(s), Associate Planner(s), and Administrative Assistant(s).
- Manages the Development Review Committee process.

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- Supervises subordinate employees and evaluates their job performance.
- Assigns projects to planners, coordinates the review of projects, establishes meeting agendas, and assists in resolving technical issues and disputes.
- Prepares staff reports/transmittal items and support documentation in a timely manner to the City Manager's office for scheduled Commission meetings.
- Meets deadlines for advisory boards and Development Review Committee meetings; writes detailed case analysis reports related to all aspects of current and long-range planning.
- Researches and drafts new or revised land development codes; reviews staff reports of planning staff prior to submission for approval.
- Provides analysis and responses regarding the compatibility of the proposed development with and Development Codes and Comprehensive Plan designations.
- Participates in the maintenance and coordination of the current planning agenda, long-range planning and, related administrative needs through the use of a detailed activity report.
- Obtains, assembles, summarizes and, analyzes data involved in planning, such as land use, population, economic characteristics, traffic, land development and, other factors pertinent to a comprehensive planning program, including the use of GIS software to produce maps.
- Provides technical and professional advisement regarding planning and development functions to professionals, management, governing authorities, and, members of the public.
- Manages resident complaints regarding neighborhood traffic issues.
- Provides technical recommendations on the development and implementation of growth management policies and regulations.
- Evaluates land use and zoning proposals to ensure compliance with applicable City, State or Federal laws, codes, ordinances, and related regulatory standards.
- Participates in the supervision of administrative support, paraprofessional department staff, and interns by assigning tasks, and providing technical reviews for work products.
- Evaluates environmental information and recommends mitigation measures to reduce adverse impacts of development.
- Represents the City at meetings, conferences and, workshops concerning planning and growth management issues.
- Prepares and makes presentations to the City Commission.

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- Participates in the development, maintenance, and administration of a comprehensive information resource database for planning and growth management analysis purposes.
- Provides presentations to supervisors, boards, commissions, civic groups, and the general public on planning and growth management issues as directed.
- Participates in various development review and pre-development meetings to provide information and guidance applicable to the City's community development goals, objectives, and initiatives.
- Maintains current knowledge of trends and developments in the disciplines of urban and regional planning and zoning administration for application to functions undercharge.
- Manages and negotiates leases on city-owned property and obtain City Commission review and approval of them through the entire process.
- The lead city planner for all Community Redevelopment Area (CRA) planning issues including CRA amendments, zoning code amendments, and redevelopment project funding applications.
- Requires regular attendance to scheduled work shifts.

**KNOWLEDGE, SKILLS & ABILITIES**

- Substantial knowledge of the principles and practices applied to the review and analysis of urban planning and growth management initiatives.
- Substantial knowledge of the planning, zoning, physical development, and economic development principles and practices applied to municipal community development.
- Substantial knowledge of the body of available and current information resources applicable to the planning and growth management for technical research purposes and for special projects as may be assigned.
- Substantial knowledge of legislation affecting growth management and land development in Florida.
- Considerable knowledge of the development functions of municipal, state, and county governments.
- Considerable knowledge of modern office practices, with emphasis on computer literacy, word processing, spreadsheet applications, and electronic records and file management.

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- Ability to review, understand, and render recommendations regarding ordinances, land development legislation, codes, special requests, and applications, or related information.
- Ability to coordinate, assign, delegate, and provide for the technical review of work products the tasks and projects assigned to paraprofessional, professional planning staff, interns, and consultants.
- Ability to establish and maintain effective working relationships with internal and external customers, as well as governing and appointed authorities.
- A strong customer service orientation in work and communication with coworkers, management, elected officials, and citizens.

**MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE**

Bachelor's degree in Urban and Regional Planning, Public Administration, or related field supplemented by 7 years of professional experience as a Planner in a municipal planning function. American Institute of Certified Planners (AICP) certification. Valid Florida driver's license without any restrictions affecting the ability to perform the essential job duties.

**PREFERRED**

Master's degree

**PHYSICAL REQUIREMENTS**

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

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Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of lightweight (5-15 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors. Some tasks require visual abilities. Proficient oral communications ability required.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or others. Requirements are representative of the minimum level of knowledge, skills, and ability.

I \_\_\_\_\_ have read and acknowledge receipt of the job classification.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date