



City of Edgewater

P.O. Box 100 • Edgewater, Florida 32132-0100

**Senior Planner
Position Available
February 18, 2025**

Senior Planner Position Available February 18, 2025	
Position Title:	Senior Planner
Closing Date:	Open until filled
Annual Salary Range:	\$52,603.20 - \$88,753.60
General Summary:	Under general supervision of the Development Services Director; this position is responsible in assisting the Development Services Director with City development and zoning activities, review and comments on development plans via applicable ordinances, conduct routine site inspections for compliance with City ordinances, research and report on land use projects and assist with administrative and investigative planning department activities. Reports to the Development Services Director
Description:	<p>Provides accurate and useful information and guidance to the public and the development community regarding the use and development of their property</p> <p>Assist in the interpretation and enforcement of City's codes, ordinances, and policies as they relate to the development of land</p> <p>Assist in the coordination of the efforts of various City departments, consultants, and advisory bodies related to the development process</p> <p>Assist with the review of land use and development projects, and coordination related to planning and development as assigned by the Development Services Director. Reviews site plans, subdivisions, annexation, conditional use, variance requests, development agreements, code and zoning text amendments, comprehensive plan amendments, and zoning change requests</p> <p>Research, analyze, and recommend changes to ordinances and land development regulations</p> <p>Recommend and assist in the implementation of goals and objectives for improved policies and procedures in order to enhance service delivery, citizen satisfaction, and efficiency</p> <p>Assist in formulating long term goals, objectives, ordinances, and guidelines related to growth management. Receive, review, and analyze development application. Makes recommendations using population, economic, social, and environmental land use data</p> <p>Serve as Planning and Zoning Board Coordinator assembling agendas and recoding minutes of meetings</p> <p>Assist Development Services Director with assembly of various reports, agendas, and council agenda request</p> <p>Assist in the management of current planning, comprehensive planning, and capital improvement planning</p> <p>May occasionally represent the City on various technical boards and committees throughout the County relating to planning and zoning responsibilities</p> <p>Prepare, review and/or maintain various types of documents as required</p> <p>Utilize/operate and maintain various types of equipment required</p> <p>Foster positive employee relations and employee morale on a City-wide basis</p> <p>May be required to return to work to assist with emergency management preparation, response and/or recovery activities</p> <p>Any other duties that may be assigned</p>
Minimum Qualifications:	<p>Associate degree required. Bachelor's degree preferred</p> <p>Two (2) to five (5) years' experience in planning and land development, comprehensive planning, environmental regulations, capital improvement planning, transportation planning and economics</p> <p>American Institute of Certified Planners Certification (AICP) preferred or the ability to obtain within five (5) years of hire</p> <p>General experience in public speaking</p> <p>Valid Florida driver's license required</p> <p>Any equivalent combination of training and experience that provides the required knowledge, skills and abilities</p>
<p>Applications may be obtained from the Human Resources Department, or from our web site www.cityofedgewater.org</p> <p>Education documents must be submitted at time of application</p> <p>EOE/DFWP/VP</p>	

**Human Resources Department
104 North Riverside Drive
Edgewater, Florida 32132-0100
(386) 424-2400 • FAX (386) 424-2474**