



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

**Planning Technician
Position Available
March 20, 2025**

Position Title:	Planning Technician
Closing Date:	Open until filled
Annual Salary:	\$38,916.80 (104)
General Summary:	Under general supervision performs administrative clerical and technical work relating to planning and zoning regulations and occupational licensing process. Reports to the Development Services Director.
Description:	<p>Provides information, guidance and some interpretation relating to planning and zoning property location on the City's flood insurance map</p> <p>Assists with a variety of long-range planning activities associated with the City's comprehensive plan</p> <p>Reviews, researches assorted surveys, plats, deeds and covenants and conducts on-site inspections when needed</p> <p>Prepares and coordinates special projects, including but not limited to; graphics, records, documents, updating of zoning, land use and other maps and charts</p> <p>Assists in the production maintenance and distribution of amendments to the land development regulations and comprehensive plan, including geographical information services</p> <p>Reviews site plans, subdivision and land development regulations and various planning/zoning requests as assigned by the Chief Planner/Development Services Director</p> <p>Reviews various applications for completeness, performs the necessary research, takes necessary action and maintains documentation as required for the Planning and Zoning Board</p> <p>Prepares, researches, performs data entry, prints and mails occupational licenses</p> <p>May perform a variety of receptionist/secretarial duties</p> <p>May act as recording/corresponding secretary for boards/committees, as assigned</p>
Minimum Qualifications:	<p>Valid Florida Driver's License</p> <p>High school diploma required</p> <p>Vocational/technical training in computer operations, secretarial science, and/or engineering</p> <p>4 - 5 years of experience in municipal government planning and zoning</p> <p>State of Florida Notary Public required</p> <p>Any equivalent combination of training and experience that provides the required knowledge, skills and abilities</p>

Applications may be obtained from the Human Resources Department, or from our web site www.cityofedgewater.org
Education documents must be submitted at time of application
EOE/DFWP/VP

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