



# Vacancy Announcement

Position: Senior Planner

Posting Date: January 31, 2020

## Introduction

The City of Eustis is seeking an experienced, professional Planner to join its Development Services team. The ideal candidate must:

- Have a good work ethic, integrity and enthusiasm in meeting the challenges facing the department;
- Be able to work with a wide range of diverse people in the organization and community and be able to exemplify and be committed to a customer service oriented work environment;
- Have the maturity and professionalism to establish credibility with city officials, employees, developers, property owners, and the community at large.

## Description of the City

The City of Eustis is located in Lake County, Florida, approximately 30 miles north of Orlando. Eustis is a lakefront community of over 20,000 residents with a rich history. Some current issues and challenges facing the City include:

- Planning for continued responsible growth and development;
- Working with development interests in a positive and proactive manner;
- Encouraging and supporting economic development;
- Planning for major downtown redevelopment;
- Implementation of a citywide form-based code;
- Planning for gateway and corridor redevelopment.

This individual will, under general supervision, have significant interaction with landowners and the public for the City's Development Services Department. The employee will work with considerable independence and initiative while reviewing development proposals, performing research and development, preparing recommendations to the City Commission, conducting studies and collecting and analyzing data for use in the City's comprehensive plan.

## Essential job functions

- Provides customer service assistance to developers, the general public and other divisions on a regular basis;
- Reviews and approves/denies various development applications;
- Coordinates the Development Review Committee; prepares development project files and coordinates review process;
- Reviews complex applications such as annexations, comprehensive plan amendments, site plans, and preliminary plats;
- Drafts various ordinances/resolutions for City Commission approval, and submits and presents recommendations to the City Commission and the Historic Preservation Board;

- Supports the economic development department efforts related to the City's Community Redevelopment Area
- Administers the City's historic preservation program
- Assists and participates in compiling information relative to long range planning assignments;
- May participate in studies relative to the preparation and updating of land development regulations, capital improvement programs, land use, economic base, traffic and transportation systems, utility systems, community facilities, population, housing, parks and recreation studies;
- Evaluates on-going programs for effectiveness and conducts feasibility studies;
- Coordinates updates to planning maps with GIS/Engineering Specialist
- Establishes source materials and maintains informational files;
- Attends a substantial number of evening meetings, as well as other workshops and professional seminars as required.

#### Other job functions

- Assists the City in the preparation for and aftermath of a major emergency such as a hurricane or other storm or disaster, as needed.
- Performs other related duties as required.

#### Requirements

##### *Knowledge, Abilities, and Skills*

Advanced knowledge of the principles, practices and methods of public planning as related to the design/development of urban and regional plans; ability to prepare studies, perform research and investigate urban properties and physical conditions; knowledge of city charters, city ordinances, state statutes and pertinent rules and regulations; ability to evaluate and analyze statistical data and present ideas and findings clearly and concisely in verbal and written form; ability to work on several projects or issues simultaneously; knowledge of research techniques and procedures; knowledge of the techniques required in map preparation, charts, sketches and graphics; ability to work effectively with outside agencies, the public, and other City employees; ability to remain at a city work shelter, before, during and after a hurricane or other storm or disaster, if asked.

##### *Working hours*

Monday through Friday, 8:00 a.m. to 5:00 p.m.

##### *Physical Demands*

This is primarily sedentary work. Requires sitting for long periods of time; bending and reaching; good finger/hand dexterity and hand/eye coordination; good eyesight, hearing and speech.

##### *Minimum Qualifications*

Bachelor's Degree from an accredited college or university with major coursework in planning or related field supplemented by four (4) years responsible professional planning experience. AICP preferred; experience applying form-based code preferred; Valid Florida driver's license with an acceptable driving record is required.

##### *Salary Information*

\$49,374.19 to \$74,187.05 annually; excellent benefits (Note: Benefit information is available; please call Human Resources at 352-483-5472). Applicants should expect a starting salary of \$49,374.19 per year. Only applicants with the most job-related qualifications will be selected for interview and further consideration. Additional consideration may be given to applicants with more extensive education, training, or experience. Final candidates may be required to pass a drug test and are offered a conditional offer of employment contingent upon satisfactory results of a thorough background check including criminal history and driver's license check. Please read important section below.

## Closing Date

Open until closed by the City

## Contact Information

Human Resources Department

City of Eustis

### *Physical Address*

109-A East Orange Avenue

Eustis, Florida 32726

### *Mailing Address*

Post Office Drawer 68

Eustis, Florida 32727

### *Phone number*

352-483-5472

### *Fax number*

352-483-0492

### *Email address*

personnel@ci.eustis.fl.us

## Important Information

Applications must be received no later than 5:00 pm on the closing date as listed above. The City may close positions that are posted with an Open closing date at any time, without prior notice. The City's application is required. After submitting an interest request via a career site, you should receive an email with the application link and further instructions from Human Resources. If you do not receive an email from Human Resources within one business day, contact 352-483-5472 or personnel@ci.eustis.fl.us. The online application is the preferred method but printed applications are also available in person at 109-A East Orange Ave, Eustis. Office hours are 8:00 am to 5:00 pm Monday thru Friday. For assistance or more information, please visit Human Resources at [www.eustis.org](http://www.eustis.org) or call 352-483-5472. Under Florida Law, all application materials are public record and subject to public scrutiny.

The City of Eustis is an Equal Opportunity Employer and does not discriminate in recruitment, examination, appointment, training, promotion, retention, or any other personnel action because of race, color, religion, sex, disability, marital status, age, national origin, citizenship, genetic information or any other factor protected by law. The City provides Veteran's Preference per Florida Statute 295.07. When a preference-eligible applicant receives notice of a hiring decision and believes that he or she was not afforded employment preference in accordance with applicable Florida law and regulation, the applicant may file a written complaint requesting an investigation to the Florida Department of Veterans' Affairs, Division of Benefits and Assistance, 9500 Bay Pines Boulevard, Room 214, Saint Petersburg, Florida 33708. Such complaint shall be filed within 60 calendar days from the date that the notice is received by the preference-eligible applicant pursuant to Sections 120.569 and 120.57, Florida Statute. Applicants claiming Veteran's Preference must complete a City of Eustis application identifying themselves as an eligible veteran and submit FDVA form VP-1, VP-2, or VP-3 along with documentation, as soon as possible (contact HR for forms). The City encourages applications from qualified individuals with disabilities and will make reasonable accommodation to the extent provided by law. If accommodation is needed for applicant testing or interview, please inform the City, prior to the testing or interview date.