

CITY OF TEMPLE TERRACE

POSITION: PLANNER
POSITION NO: 3.308
DEPARTMENT: Community Development
PAY GRADE: 21
SALARY RANGE: \$17.42 - \$26.13 per hour

This is responsible, professional planning work in Community Development's Planning Division. Work involves receiving, preparing, reviewing, researching, evaluating, processing, coordinating; site plans, plats, re-zonings, variances, building permits, certificates of occupancy, and business tax licenses. Must coordinate with contractors, builders, developers, other governmental agencies, and the public.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

- Considerable knowledge of planning principles and practices.
- Proficient in computer applications, including *Microsoft Office*.
- Ability to communicate effectively orally and in writing.
- Ability to maintain effective working relationships with employees, officials, and the public.

Training, Certification, and Experience

- Graduation from an accredited college or university with a four-year degree with major course work in Community/Urban Planning or closely related degree. Two (2) years planning experience preferred.
- Or, a Masters Degree from an accredited university with major course work in Community/Urban Planning.
- Or, an equivalent combination of training, education, and experience that provides the required knowledge, skills, and abilities.

Special Requirement

- Valid Florida driver's license.

**The City of Temple Terrace is a drug-free workplace.
A pre-employment drug screen, criminal history background investigation,
and a driver's license verification will be conducted.**

**EQUAL OPPORTUNITY EMPLOYER
VETERAN'S PREFERENCE EMPLOYER**

**POSTING DATE: July 22, 2010
CLOSING DATE: Open until filled.**