



City of Oak Hill

234 South U.S. Hwy. #1
Oak Hill, Florida 32759

Phone 386-345-3522

Fax: 386-345-1834

POSITION ANNOUNCEMENT

PLANNER/ZONING ADMINISTRATOR

The City of Oak Hill seeks a professional planner/zoning administrator to facilitate community planning, intergovernmental coordination, land development administration, zoning administration and other activities involved with Community Development.

ESSENTIAL FUNCTIONS

- Provides general assistance to the public, including but not limited to zoning inquiries, requests for zoning certifications, the production of various maps and documents requested by the public.
- Prepares various technical reports, particularly related to variance requests, conventional rezoning, special exceptions, conditional uses, changes of use, and small-scale future land use amendments.
- Reviews permit applications for new commercial construction.
- Provides staff support to the Planning Committee and City Advisory Boards on any matter reasonably related to the duties and responsibilities described herein.
- Prepares presentations, maps, and other visual displays as directed by the City Commission and the Planning Land Development Review Committee.
- Participates in Use Permit Inspections for new businesses, in conjunction City staff members from other departments and divisions.
- Reviews minor subdivisions and minor site plan modifications, as assigned.
- Reviews site plans and subdivisions, as assigned by the Planning Land Development Review Committee.
- Undertakes City-initiated rezoning and Code amendment efforts, as directed by the City Commission and the Planning Land Development Review Committee.
- Maintains the City's Comprehensive Plans.
- Assists the City in Annexation procedures.

QUALIFICATIONS

To perform successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

- Bachelor's Degree (B.A.) or equivalent in Planning or closely related field (preferred)
- One year of experience or training in planning or development-related field
- Equivalent combination of education and experience.

Knowledge, Skills, and Abilities

- Knowledge of the principles and practice of City planning and land development controls. Knowledge of the administration of land use development regulations.

- Ability to read, analyze, and interpret professional journals and periodicals, technical procedures, and governmental regulations.
- Ability to effectively present information in written and oral format to individuals and small groups.
- Ability to effectively present information and respond to questions from the general public, permit applicants and contractors, and City officials.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to comprehend spatial relationships. Ability to read, interpret, and create maps.
- Ability to work cooperatively in a team environment with individuals from different City departments.
- Proficient skills with computer software programs for word processing, GIS, spread sheets, and email.
- Skills in written, graphic and oral presentations, including use of relevant computer programs such as PowerPoint.

Salary: Salary range is dependent upon qualifications and experience. Salary will be determined based on education, certifications, and relevant planning experience.

Position is open until filled. Expressions of interest are welcome by contacting the City Administrator of Oak Hill via email at barkleyj@oakhillfl.gov. The City of Oak Hill is an Equal Opportunity Employer.