



Planner I, II or III (Job ID 30951)

Transportation Planning Division, Orange County Government

4200 South John Young Parkway, Orlando, Florida 32839

Overview

Orange County's Transportation Planning Division has an immediate opening for a Planner I, II, or III. The Transportation Planning Division and its staff:

- Lead transportation initiatives through Comprehensive Plan policy implementation to ensure that transportation projects address the needs of current and future residents, businesses, and visitors of Orange County.
- Envision and promote multimodal forms of transportation to address the needs of all users.
- Administer the development of transportation infrastructure studies, developer agreements, partnership projects, transportation impact fees, and transportation concurrency evaluations.
- Deliver transportation projects by collaborating with Local, State, and Regional Agencies, citizens, developers, and other stakeholders.
- Sustain future transportation corridors in Orange County through Roadway Conceptual Analysis and Pedestrian and Bicycle Safety Studies and implementation of the Long-Range Transportation Plan.

Representative Duties

Planner III

- Plans, coordinates, and directs the work of other professional planners, technical and support staff assigned to carry out major work elements within a section of the Division.
- Assists the Section Leader in directing the section work program tasks including the gathering and preparation of reports, general meeting preparation, agency workshops and public hearings and dissemination of information to the public.
- Leadership role in conducting preliminary engineering studies and other transportation studies, including proposal reviews, review of consultant work products, data collection, invoicing and reporting, GIS mapping, research of transportation standards and development of transportation corridor improvement concepts.
- Responsible for planning and completing GIS projects including data collection; inter-external data coordination and shape file development and publication. Work products include Standard and Advanced levels of ArcGIS experience which make up to 15% of overall job duties.
- Implements procedures and techniques for gathering necessary planning data to support the Section's work program.
- Prepares special planning studies, ordinance revisions, and carries out special projects as needed.
- Attends and conducts meetings with various professional and community groups.
- Leads cross-sectional work teams and supervises technical and support personnel.
- Performs project management responsibilities independently.
- Ensures contract compliance and coordinates work of outside consultants.
- Prepares scopes of work for outside consultants.

Planner II

- Assist the Planner III with work products related to major work elements of the section and manages the comprehensive plan amendment cycle.
- Conducts research and analysis to gather data, prepare reports, and general meeting preparation and necessary public contact. Studies and learns new planning trends and legislation related to the respective section's work programs.
- Provides input to assist the Chief Planner in developing and compiling information for the development of the respective section's work programs. Manages works programs as assigned.
- Assists Planner III in implementing procedures and techniques for gathering necessary planning data and program implementation.
- Coordinates and manages the report processing and ensures that research, reports and analysis documents are conducted and completed according to established standards in the section.
- Provides input to assists the Chief Planner in establishing standards for research and report processing and establishing methods for information dissemination to the public.
- Coordinates with internal and external agencies. Attends public meetings with special interest groups, homeowner associations, developers, and the general public to reconcile differences related to proposed development.

Planner I

- Assists the Planner III with work products related to major work elements of the section.
- Conducts research and analysis to gather data, prepares reports, and assists with general meeting preparation and necessary public contact. Studies and learns new planning trends and legislation related to the respective section's work program.
- Assists the public with Planning-related questions and provides superior customer service.
- Assists Planner III to implement procedures and techniques for gathering necessary planning data and for program implementation.
- Assists with report processing and ensures that research, reports, and analysis documents are conducted and completed according to established standards in the section.
- Coordinates with internal and external agencies. Attends public meetings with special interest groups, homeowner associations, developers, and the public to reconcile differences related to proposed development

Minimum Qualifications

Planner III

Master's Degree in Urban Planning or closely related field of study and four (4) years of progressively responsible experience in urban planning; or, a Bachelor's Degree in Urban Planning or a closely related field of study and six (6) years of progressively responsible experience in urban planning; or, an equivalent combination of education and experience.

Planner II

Master's degree in Urban Planning or closely related field and two (2) years of experience in Urban Planning or graduation from an accredited college or university with a Bachelor's degree in Urban Planning or a closely related field and four (4) years of experience in Urban Planning.

Planner I

Master's degree from an accredited college or university with a major in Urban Planning or closely related field, or graduation from an accredited college or university with a Bachelor's degree in Urban Planning or a closely related field and one (1) year of planning experience.

Preferences

American Institute of Certified Planners (AICP) certification or other professional certification or training indicating ongoing professional development activities in urban planning and its integration into all modes of transportation.

Engineers with a bachelor's degree in Civil, Traffic or Environmental engineering and four (4) years of experience in one or more of the following areas: roadway studies, design, permitting, construction.

This position requires strong writing, analytical, presentation and meeting facilitation skills. Equipment and computer software skills required include Windows-based computers, virtual meeting software, Microsoft Office Suite, Strong GIS mapping and database skills, printers, and large format plotters. Applicants with Advanced ArcGIS, AutoCAD, MicroStation or SketchUp platforms are desired.

Salary and Benefits

Salary placement will be based on experience and County policy.

Planner I \$44,595 - \$72,342

Planner II \$52,520 - \$85,051

Planner III \$61,256 - \$93,787

Visit <https://www.ocfl.net/benefits> for information about Orange County's comprehensive benefits, including:

- 10 paid holidays and 2 paid "floating" holidays per year
- 18 days paid time off and 6 days of paid term (sick) time per year
- Free basic life insurance for the employee, long term disability insurance for the employee, and employee assistance program for all family members, all effective on the first day of employment
- Low-cost medical, dental, vision, life, and disability insurance
- Free onsite wellness coaching, including dietician and nurse
- Participation in the Florida Retirement System (www.myFRS.com) Pension or Investment Plan

Application

Apply to **Job ID 30951** at <https://www.ocfl.net/jobs>.

- Please be sure to complete the application in its entirety, as applications with incomplete "work experience" or applications with a "see resume" note will NOT be considered.
- Applicants selected for hire must successfully complete a background check, physical and drug screening prior to start of employment.

- Please ensure that the phone number and email address on your application is accurate, and that it is an email account that you check daily, as we will be using this to contact you for various steps in the hiring process.

Application Deadline: February 27, 2023 **Subject to close without prior notice**