



**Junior Planner
Position Available
October 27, 2025**

Position Title:	Junior Planner
Closing Date:	Open until filled
Annual Salary:	\$43,160.00
General Summary:	Under general supervision of the Development Services Director; this position performs technical and basic professional office work. Assisting the Development Services Director, Senior Planner and Associate Planner with City development and zoning activities, review and comments on development plans via applicable ordinances, conduct routine site inspections for compliance with City ordinances, assist with administrative activities in planning department. Reports to the Development Services Director.
Description:	<p>Provides accurate and useful information and guidance to the public and the development community regarding the use and development of their property</p> <p>Assist in the interpretation and enforcement of City's codes, ordinances, and policies as they relate to the development of land</p> <p>Assist in the coordination of the efforts of various City departments, consultants, and advisory bodies related to the development process</p> <p>Assist with the review of land use and development projects and coordination related to planning and development as assigned by the Development Services Director. Reviews administrative site plans, conditional use, variance requests, minor lot splits, lot combinations, and special activities permit.</p> <p>Manage, coordinate, and administer the City of Edgewater's escrow accounts for all new development. This task entails requesting a scope of work from our third-party engineering firm, requesting from the applicant the escrow amount, and processing the withdrawal of monies from said account as review and inspections are done. This task requires coordinating with the Finance department</p> <p>Assist building technicians with interpretation of the land development code for building permits.</p> <p>Recommend and assist in the implementation of goals and objectives for improved policies and procedures in order to enhance service delivery, citizen satisfaction, and efficiency</p> <p>Receive, review, and analyze development application. Makes recommendations using population, economic, social, and environmental land use data</p> <p>Serve as Planning and Zoning Board Coordinator assembling agendas.</p> <p>Assist Development Services Director with assembly of various reports, agendas, and council agenda request</p> <p>Assist in the management of current planning and capital improvement planning</p> <p>Prepare, review and/or maintain various types of documents as required</p> <p>Utilize/operate and maintain various types of equipment required</p> <p>Foster positive employee relations and employee morale on a City-wide basis</p> <p>Any other duties that may be assigned</p>
Minimum Qualifications:	<p>Associate degree required. Bachelor's degree preferred</p> <p>Zero (0) to One (1) years' experience in planning and land development, comprehensive planning, environmental regulations, capital improvement planning, transportation planning and economics</p> <p>American Institute of Certified Planners Certification (AICP) preferred or the ability to obtain within five (5) years of hire</p> <p>General experience in public speaking</p> <p>Valid Florida driver's license required</p> <p>Any equivalent combination of training and experience that provides the required knowledge, skills and abilities</p>
<p>Applications may be obtained from the Human Resources Department, or from our web site www.cityofedgewater.org</p> <p>Education documents must be submitted at time of application</p> <p>EOE/DFWP/VP</p>	