

**MAJOR FUNCTION**

This is professional and technical work supervising the Planning Department's research, Geographic Information System, graphic support, and web-site design and content. Work is performed with considerable independence under the general direction of the Director-City/County Planning and is reviewed through meetings and results obtained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Supervises the Research and Graphics section of the Planning Department. Undertakes general research including current estimates and future projections of population, housing, employment, and land use. Serves as official liaison between the local governments and the U.S. Census Bureau, to include the revisions of census geographies, the leading of citizen input committees, and evaluation and possible challenge of Census estimates. Reviews annual City and County population estimates from the University of Florida for acceptance or challenge. Provides estimates and projections of necessary socio-economic data for updates of the Long-Range Transportation Plan. Maintains and updates various publications and databases such as the Statistical Digest, the Major Developments report, and the existing land use database. Ensures that the official Zoning Atlas and Future Land Use Category maps are kept current. Prepares research information for all Planning divisions and assists other City/County departments requiring planning research data. Prepares Housing Plan data. Provides information to City and County Administration and Commissioners, as requested. Answers research-related inquiries from the public. Serves as the Planning Department's voting member to the Permit Tracking System Steering Committee. Performs and updates various recurring and special studies and publications. Performs detailed analysis and certification/non-certification of City's proposed annexation area. Attends meetings of the City and County commissions and meetings of appointed planning boards or committees. Recommends the selection, advancement, transfer, grievance resolution, discipline and dismissal of assigned staff. Conducts performance appraisals and recommends the approval or denial of merit increases. Performs related work as required.

**Other Important Duties**

Performs special projects as assigned. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Knowledge of computer programming operations. Knowledge of mathematical concepts, demographic concepts, census data and statistical modeling. Working knowledge of Geographic Information Systems, in relation to planning functions. Working knowledge of web-based systems. Considerable knowledge of the principles, practices, and methods of public planning. Ability to supervise subordinates. Ability to conduct meaningful research and draw logical conclusions. Ability to communicate effectively.

**Minimum Training and Experience**

Possession of a bachelor's degree in planning, statistics, business or public administration, geography, economics or one of the social sciences and four years of experience that includes demographic, statistical, or socioeconomic, research, analysis or forecast studies; or an equivalent combination of training and experience.

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