

City Hall
245 S Mulberry St.
Monticello, FL 32344
Phone (850) 342-0153



City of Monticello

Job Title:	City Planner
Department:	Planning & Code Enforcement
Reports To:	City Manager
Salary:	\$55,000 Full-time

Essential Duties and Responsibilities: The City of Monticello is seeking a well-qualified City Planner as part of their staff. This position oversees the review of development applications and permits; prepares updates to the City's Land Development Code and Comprehensive Plan; presents professional reports to City Manager, Local Planning Agency, and City Council; reviews and takes necessary action on all Code Enforcement issues within city limits; and provides exemplary customer service in a team-oriented environment. Position reports directly to the City Manager.

The duties of the City Planner include but are not limited to:

- Plans, evaluates, and directs departmental policies, programs and operations.
- Make presentations to the City Council, Local Planning Agency, groups and professional organizations.
- Communicate clearly and effectively, verbally and in writing, to groups and individuals.
- Review plans and make determinations based on local and State regulation with a wholistic approach.
- Prepare meeting agenda packets for the Local Planning Agency and Historic Design Review Board.
- Set, attend, and take minutes for meetings of the LPA and HDRB
- Review violations of the City's Code of Ordinances and take appropriate action.
- Visit properties around the City in the performance of Planning and Code Enforcement duties.
- Ability to use fluently Microsoft Office 365 programs.
- Other duties or responsibilities as specified by the City Manager

Supervisory Responsibilities: none

Minimum Training, Experience, and Qualifications Required to Perform Job Functions:

- Master's degree in urban and Regional Planning or related field with a minimum of two years of professional planning experience.
- Bachelor's degree with a focus on Urban and Regional Planning from an accredited college or related field with a minimum of four years of professional planning experience.
- While not a requirement, American Institute of Certified Planners (AICP) certification is preferred.
- A valid Florida Driver License.
- Ability to establish and maintain harmonious working relations with the public and with other City personnel.

Application available at City Hall, (850) 342-0153. Application deadline 5:00 pm, May 30, 2025. Submit to City Hall, Attention Kurt Mackiewicz, City Manager, 245 S. Mulberry St. Monticello, FL 32344. EOE/Drug Free Workplace.