

## CITY OF CORAL SPRINGS Classification Description

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**CLASSIFICATION TITLE:** Assistant Planner  
**FUNCTIONAL AREA:** Community Development Department

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### **WORK OBJECTIVE:**

Under direction, the purpose of the position is to interpret and enforce land use regulations, codes and ordinances for the planning and development of the City. Employees in this classification perform at a professional level, and are responsible for conducting studies and collecting and analyzing data for application to the City's comprehensive plan. Objective is to preserve and enhance the City's natural and structural aesthetic land use and development through practical application of the Land Development Code and all applicable established zoning and code regulations.

### **ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Conducts field/construction site inspections to determine compliance with all applicable codes, zoning regulations and ordinances including small permit and sign review.
- Enforces compliance with all applicable laws, codes and regulations and the City's Land Development Code.
- Produces various maps, determines property notification, photos and drawings for Planning and Zoning projects and meetings.
- Assists in the preparation and presentation of reports to various planning commissions, City Commission, and other local, state and federal governmental agencies for special planning and development requests, e.g., zoning variances, sign variances, land development code amendments, comprehensive plan amendments and rezoning requests.
- Provides assistance to the general public in interpreting planning procedures for compliance with City codes, regulations and ordinances.
- Participates in studies relative to the preparation and updating of subdivision regulations, zoning ordinances, land use, community facilities, housing, park and recreation as directed.
- Participates and administers various planning and development programs and committees, e.g., Architectural Review Committee.

### **MINIMUM QUALIFICATIONS:**

#### **Education / Certifications / Experience –**

Bachelor's Degree in Planning or related field; supplemented by one (1) year responsible experience in planning and zoning inspection/enforcement work; or an equivalent combination of education, training, and experience.

## **Assistant Planner**

### **Knowledge, Skills, & Abilities –**

Knowledge of business English and spelling.

Knowledge of all laws, ordinances, codes and regulations of City Planning and Zoning.

Knowledge of construction industry terminology, blueprints, surveys, plans and specifications.

Knowledge of GIS.

Ability to understand and follow written and oral instructions.

Ability to clearly communicate information both verbally and in writing.

Ability to operate basic office equipment.

Ability to access, operate and maintain various software applications.

Ability to perform routine mathematical computations and tabulations accurately and efficiently.

Ability to read, update and maintain various records and files.

Ability to read, interpret and explain City, State, and Federal laws, ordinances and regulations applicable to the work.

Ability to establish and maintain effective working relationships with departmental personnel, supervisors and the general public.

Skill in the principles and techniques of customer service skills.

### **PHYSICAL REQUIREMENTS:**

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve the intermittent performance of physically demanding work, which may involving lifting, carrying, pushing and/or pulling of objects and materials of moderately heavy weight (10-20 pounds).

### **ENVIRONMENTAL REQUIREMENTS:**

Some work is performed in usual office conditions with rare exposure to disagreeable environmental factors, e.g., dust, cleaning chemicals/fumes, mild temperature variations. Some Tasks are performed in outdoor environments. Due to the nature and non-specific location of the work environment, tasks include potential for intermittent exposure to disagreeable elements, e.g., heat, humidity, inclement weather.

The City of Coral Springs is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Coral Springs provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.