

CITY OF CORAL SPRINGS
Classification Description

CLASSIFICATION TITLE: Associate Planner
FUNCTIONAL AREA: Community Development Department

WORK OBJECTIVE:

Under general 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 work independently at a professional level, and are responsible for conducting studies and collecting and analyzing data for application to the City's Comprehensive Plan and Land Development Code. Objective is to preserve and enhance the quality of development through practical application of the Land Development Code and all applicable established zoning regulations. The Associate Planner works under the supervision of the Zoning Review Officer. The position is distinguished from that of Assistant Planner by the degree of accountability of the work, greater latitude in exercise of independent judgment concerning assigned duties, and the ability to function with a higher degree of independence.

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.

- Implements the City planning and zoning process through project management of land use approvals and zoning exceptions, and Land Development Code amendments.
- Reviews sign permits for compliance with stringent sign code regulations.
- Reviews and evaluates applications for development including but not limited to changes of land use, code amendments/rezoning, commercial, industrial, multi-family and single family residential development.
- Enforces compliance with all applicable laws, codes and regulations and the City's Land Development Code.
- Prepares and presents reports to various advisory boards and other local, state and federal governmental agencies for special planning and development requests.
- Provides assistance to the general public in interpreting planning procedures for compliance with City codes, regulations and ordinances.
- Researches and provides residents and the business community with explicit technical information of requirements involving planning, zoning, land use and development approval processes.

Associate Planner

- Participates in studies relative to the preparation and updating of subdivision regulations, zoning ordinances, land use, community facilities, housing, park and recreation as directed.
- Conducts field/construction site inspections to determine compliance with all applicable codes, zoning regulations and ordinances.
- Receives and verifies accuracy of all documents and forms required for Occupational License applications; provides land use approval for Occupational Licenses.

MINIMUM QUALIFICATIONS:

Education / Certifications / Experience –

Bachelor's Degree in Planning or related field; supplemented by two (2) years responsible experience in planning and zoning inspection/enforcement work; or an equivalent combination of education, training, and experience.

Knowledge, Skills, & Abilities –

Principles, practices, and techniques of city planning, land use, and zoning.

Knowledge of business English and spelling.

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

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

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 provide plans review oversight and recommend/develop modifications as necessary to ensure overall project compliance with applicable codes and regulatory standards.

Associate Planner

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 involve lifting, carrying, pushing and/or pulling of objects and materials of moderately heavy weight (10-20 pounds).

ENVIRONMENTAL REQUIREMENTS:

May be asked to drive city vehicle to conduct field work within the city.

Most 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.