

## **CITY OF CORAL SPRINGS**

### **Classification Description**

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**CLASSIFICATION TITLE:** Planning and Zoning Manager  
**FUNCTIONAL AREA:** Community Development Department

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#### **WORK OBJECTIVE:**

Under administrative direction, the purpose of the position is to supervise the activities enforcing land use regulations, codes and ordinances for the planning and development of the City. Employees in this classification perform at professional management level, and are responsible for overseeing studies, collecting and analyzing data for application to the City's comprehensive plan. Objective is to enhance the City's built environment while preserving the natural environment to the greatest extent feasible 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.

- Supervises, trains and evaluates departmental professional and technical zoning personnel.
- Administers the City planning and zoning process and project management of land use entitlements such as special variances and zoning exceptions, and Land Development Code Amendments.
- Reviews, evaluates and approves/denies applications for development, e.g., structural development, change of land use, code and plan amendments/rezoning, commercial, industrial, multi family residential and single family residential.
- Provides professional planning and development services to attorneys, contractors, developers, realtors, engineers, architects, appraisers, property owners, etc.
- Reviews and analyzes site plans to determine compliance with all applicable codes, ordinances and regulations; coordinates the development review (DRC) process; reviews architectural site plans for aesthetic quality and compliance with architectural guidelines; oversees and coordinates Architectural Review Committee (ARC) meetings.
- Enforces compliance with all applicable laws, codes and regulations and the City's Land Development Code.
- Reviews, prepares and presents reports to the Planning & Zoning Board, 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.
- Conducts field/construction site inspections to determine compliance with all applicable codes, zoning regulations and ordinances.

# Planning and Zoning Manager

## MINIMUM QUALIFICATIONS:

### Education / Certifications / Experience –

Bachelor's Degree in Planning or related field; supplemented by 5 to 7 years progressively responsible experience in planning and zoning inspection/enforcement work; or an equivalent combination of education, training, and experience.

### Knowledge, Skills, & Abilities –

Thorough knowledge of all laws, ordinances, codes and regulations of City Planning and Zoning; knowledge of current codes and regulatory standards governing the state's building construction industry.

Ability to understand, follow and direct written and oral instructions.

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.

Ability to effectively supervise a staff comprised of entry and journey level professionals engaged in carrying out departmental functions.

Skill in clearly communicating information both verbally and in writing; 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:

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.