

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 273**

**PLANNER**

**GENERAL**

Professional position performing various planning and zoning functions with extensive technical duties and responsibilities. Work is performed under general supervision.

**EXAMPLES OF ESSENTIAL DUTIES**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position)

- Provide assistance and information to the public regarding all Zoning Code, Sign Code, Landscape Code, and related matters through the interpretation of the applicable code requirements.
- Conduct research regarding Zoning Code and Sign Code inquiries.
- Review of building permit plans for compliance with the applicable Zoning Code and Sign Code requirements.
- Review occupational licenses and alcoholic beverage licenses for compliance with the applicable Zoning Code.
- Process applications and requests for Site Plan Approval, Plat, Special Exception, Variance, Temporary Permit, Abandonment, Rezoning, and Modification of Development Standards.
- Review, process applications, prepare reports, and make recommendations for the Development Review Committee, the Architectural Appearance Committee, the Planning and Zoning Board, the Zoning Board of Appeals, and the City Commission.
- Make presentations before the Development Review Committee, the Architectural Appearance Committee, the Planning and Zoning Board, the Zoning Board of Appeals, and the City Commission.
- Propose code amendments and additions to the Zoning Code and Sign Code.
- Perform and initiate related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to read and interpret construction drawings and site plans.
- Knowledge of the basic principles and practices of planning, zoning, concurrency and governmental takings.
- Ability to read and interpret city ordinances and related legal documents.
- Ability to prepare and present complex reports.
- Strong communicative skills necessary. Must have the ability to work with others when presenting ideas and findings clearly and concisely in oral and written form.
- Ability to work effectively and efficiently with the public.
- Basic knowledge of Microsoft Word and Excel.

## **MINIMUM QUALIFICATIONS**

Master's degree in Urban Planning, Landscape Architecture, Civil Engineering or related field required. One year of professional work experience in planning required. Planner must have knowledge, or ability to learn, the Florida Growth Management Act and Broward County Land Use Plan. Strong analytical, writing and verbal skills are required. Experience with computer is necessary.

A comparable amount of training and/or experience may be substituted for the minimum qualifications.

## **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle, or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment such as, but not limited to, a personal computer, calculator, copier, and fax machine. No significant moving, climbing, carrying, crawling, pushing, and pulling.

## **SPECIAL REQUIREMENTS**

None.

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Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.