

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 618

ZONING TECHNICIAN

GENERAL

This is specialized technical work involving the dissemination of zoning information and application requirements for various zoning approvals. Employees in this class maintain substantial public contact and are also responsible for the intake of zoning-related applications to ensure completeness prior to review.

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.)

- Provides zoning information to architects, contractors, attorneys, and the public.
- Explains submittal procedures for all zoning-related applications.
- Accepts and processes fees for submittal of all zoning related applications.
- Accepts all site plans for the City's DRC, AAC, and P&Z meetings.
- Reviews all submittals and applications for completeness.
- Answers inquiries regarding pending site plans and site plan submittal requirements.
- Responds to inquiries (phone and walk-ins) relating to zoning.
- Processes DRC submittals, assembles packets, and routes those packets to relevant departments for review.
- Prepares DRC agendas.
- Maintains logs for tracking DRC and building permits for the Zoning Director. Monitors the backlog Zoning Director.
- Maintains calendars for the Zoning Director which indicate all submission deadlines, internal deadlines, and meeting dates.
- Sells maps and publications.
- Performs related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to meet the public in a mature, pleasant manner. Ability to work with other employees and the public in a tactful, diplomatic manner. Knowledge of general zoning principles. Knowledge of legal descriptions and property identification. Ability to communicate effectively; both orally and in writing. Ability to serve the public and fellow employees with honesty and integrity. Ability to establish and maintain effective working relationships with others.

MINIMUM QUALIFICATIONS

Bachelors degree in Public Administration, Planning, Geography or a closely related field and two years of experience in working with municipal codes. Any combination of training and experience can be substituted for education. Some customer service or public relations experience.

A comparable amount of training and 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 climbing, crawling, pushing, and pulling.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate driver's license and an acceptable driving record.

09/05

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