

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 241**

**ASSISTANT PLANNER**

**GENERAL**

This is specialized technical work involving dissemination of zoning information and application submittal requirements for various functions to the public. 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**

*The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.*

- Manages the public counter, answer zoning related inquiries, reviews minor building permits, processes applications, researches property history, and provides administrative support the city's development related boards.
- Coordinates with other Zoning Technicians to provide high level administrative support to the various advisory boards including the Development Review Committee, Planning & Zoning Board, Zoning Board of Appeals, Architectural Appearance Committee, Economic Development Council, Public Art Committee and the Historic Preservation Committee.
- Accepts and processes all requests for site plans, variances, rezonings, abandonments, special exceptions, temporary permits, etc. This includes preparing, advertising and mailing the public hearing notice to all owners within a 500-foot radius.
- Coordinates with other Zoning Technician to prepare all agendas, back-up materials, memos and orders for each of the referenced boards and committees.
- Coordinates with other Zoning Technician to prepare official action minutes at public meetings and uses Granicus software to encode video from advisory board meetings.
- Assists with the preparation of staff reports including data collection and analyses. Reviews building permits and other zoning related applications.
- Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Excellent computer skills including Microsoft Office required. Knowledge of Adobe Professional software and GIS is preferred.
- Ability to summarize the topics of a discussion in a clear and concise manner.
- Must be extremely organized and have experience with record keeping.
- 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. Must become a Notary and must become familiar with Robert's Rules of Order within three months of hire.
- Must be willing to work night meetings.
- Ability to serve the public and fellow employees with honesty and integrity.
- Ability to establish and maintain effective working relationships with others.

#### **MINIMUM QUALIFICATIONS**

- Bachelor's degree in Planning, Public Administration, Geography or a closely related field, and two years of experience in working in governmental planning or municipal codes preferred, or any equivalent combination of training and experience.
- Some customer service or public relations experience.

#### **PHYSICAL REQUIREMENTS**

- Ability to see, read, talk, hear, handle or feel objects and controls.
- Ability to operate office related equipment.
- No significant climbing, crawling, pushing, and pulling.

#### **SPECIAL REQUIREMENTS**

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

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

**11/2018**

**Bargaining Unit:** bargaining

**FLSA:** Non-Exempt

**Pay Grade/Group:** 24/42

**Location:** Development Service Department

**GERS: Regular:** Regular Class