

WILTON MANORS JOB DESCRIPTION

POSITION TITLE: Planner
JOB CODE: 1306
FLSA STATUS: Non Exempt

GENERAL DESCRIPTION OF DUTIES

Under direction of the Department Director, this is a professional planning position responsible for providing customer service to address and resolve requests and concerns in a broad range of zoning, land development code, architectural review, and covenants and restriction matters; to interpret and implement land use regulations, codes and ordinances for the planning and development of the City. Employees in this classification function at journey level to perform both routine and on-routine duties as dictated by the nature of the work promoting efficient and organized operation of department activities.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB 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.

- Manages, coordinates and oversees all phases of current and long-range planning, economic development, redevelopment and growth management issues.
- Administers the City planning and development process of the City's comprehensive and strategic planning.
- Reviews, evaluates and approves/denies applications for development, e.g., structural development, change of land use, code and plan amendments/rezoning, conditional uses, variances, vegetation, wastewater, zone boundary determinations.
- Provides assistance to the general public in interpreting planning procedures for compliance with City codes, regulations and ordinances.
- Researches and provides both private and commercial residents with explicit technical information of requirements involving planning, zoning, land use and development approval processes.
- Participates in studies relative to the preparation and updating of subdivision regulations, zoning ordinances, capital improvement programs, land use, economic base, traffic and transportation systems, utility systems, community facilities, population, housing, park and recreation; reports results to various planning commissions, City Commission, and other local, state and federal governmental agencies.
- Provides professional planning and development assistance to attorneys, contractors, developers, realtors, engineers, architects, appraisers, property owners, landscape architects, urban designers, consultants, etc..
- Conducts field/construction site inspections to determine compliance with all applicable codes, zoning regulations and ordinances.
- Performs related duties as necessary.

MINIMUM QUALIFICATIONS

EDUCATION / CERTIFICATIONS / EXPERIENCE

Bachelor's Degree in Planning or related field; supplemented by two (2) to three (3) years responsible professional planning experience within a similar public organization; or an equivalent combination of education, training, and experience.

Wilton Manors is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Wilton Manors will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.