



POSITION DESCRIPTION

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| Position Title: | Community Planning Technician |
| Level / Grade: | T3 / 4 |
| FLSA Status: | Non-Exempt |

GENERAL DESCRIPTION OF DUTIES

Under direction of the Department Director, this is a technical position responsible for providing customer service to address and resolve requests and concerns in a broad range of building permits, zoning, and business tax receipt matters; to interpret and implement land development regulations, codes and ordinances for the issuance of building permits. Employees in this classification function at journey level to perform both routine and non-routine duties as dictated by the nature of the work promoting efficient and organized operation of department activities. Position performs a variety of administrative/clerical support duties and other related work as directed.

ESSENTIAL JOB FUNCTIONS

Because it is difficult if not impossible to present a finite list of every possible function to be performed by employee, the City of Wilton Manors reserves the right in its sole and absolute discretion to modify and update this job description and to ask employee to perform tasks beyond the duties presented herein. In the event a change is necessary to update the essential functions of the job, the City will provide as much notice as practicable to the employee.

- Responds to inquiries and requests from the general public and business community, through friendly, professional customer service skills, ascertaining the needs of the customer and providing appropriate assistance and information; e.g., permitting, zoning, land development code, economic development, and business tax receipts.
- Reviews and evaluates building permit applications for compliance with the Unified Land Development Regulations.
- Generates and mails various memos, notices, and other relevant materials to customers; prepares and mails letters in accordance with departmental policies and procedures.
- Possess knowledge of zoning and permitting functions applicable to land use and development.
- Ability to communicate professionally verbally, in writing, and in presentations.
- Ability to establish and maintain effective working relationships and communications with co-workers, internal/external customers, department management, elected and appointed officials, and members of diverse cultural and linguistic backgrounds.
- Ability to read, analyze and interpret land use documentation, zoning ordinances, zoning maps, operating procedures, and government regulations.

COMMUNITY PLANNING TECHNICIAN

- Provides general technical and administrative support to the department operations; researches issues; creates and maintains new and existing files; prepares reports, letters, and memoranda; posts notices; prepares mailings including those for public hearings and application notifications; coordinates meetings.
- Performs related duties as necessary.

EDUCATION AND EXPERIENCE

Minimum Qualifications

Any combination of training and experience which would provide required knowledge, skills, and abilities are qualifying. A typical way to obtain the required qualifications would be:

High School diploma or GED; specialized or college level course work related to position is desirable; supplemented by one (1) to two (2) years' experience in working with zoning, land use codes or building permits in a 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.