

**CITY OF LAUDERHILL
CLASS DESCRIPTION, 2020**

POSITION TITLE: ASSOCIATE PLANNER

GENERAL DESCRIPTION OF DUTIES

Under director of the Executive City Planner, is responsible for field of city planning which requires organizing and conducting complex planning studies which enforce City Codes, ordinances, planning site plan conditions and restrictions, and permits regarding the Zoning Ordinance.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

Serves as Associate Planner under the City Planner, and in the City Planner's absence, acts as City Planner.

Work includes responsibility for preparing the presenting grant applications, assisting in land development regulations and comprehensive plan studies and amendments, conducting neighborhood revitalization and economic redevelopment studies and for correlating factual information into comprehensive reports which will be useful to planning authorities in formulating planning decisions.

Gathers, analyzes and interprets data relating to demographics, traffic, economic conditions, landscape violations, code enforcement planning cases; drafts and edits written reports on various moderately complex planning matters; reviews and analyzes preliminary site development proposals for consistency with Zoning and Landscape Codes.

Prepares and conducts special studies; prepares and presents staff reports for Development Review Committee and Planning and Zoning Board as required.

Answers inquiries and assists public contractors and architects on code questions; prepares requisitions ordering material and supplies needed; attends workshops and related seminars.

Assembles information and provides assistance to governmental agencies and individual citizens on matters relating to property use regulations and other functions of planning.

Coordinates research and planning projects with other private and governmental agencies.

Prepares legal documentation or agreements required by funding agency; monitors progress of site work through completion.

Enforces City Codes through field visits and site inspections.

Assists City Planner in preparation of long-range planning studies such as but not limited to the Comprehensive Plan, E.A.R., and neighborhood planning.

Assists in preparing amendments to the LDR.

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within the classification. It is not necessary descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

ASSOCIATE PLANNER

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Assists in code enforcement complaints involving planning & zoning.

Assists in GIS issues.

Attends planning workshops and seminars.

Performs related duties as necessary.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in urban planning, landscape architecture, architecture or related field; supplemented by two years experience in planning in Florida or zoning enforcement in Florida.

SPECIAL REQUIREMENTS

State of Florida Drivers' License

Must obtain LEED AP Certification within one (1) year of hire or if already employed, within one (1) year from the date of Commission approval of this requirement.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, strategize, and/or correlate data and/or information. Includes exercising judgment in determining time, place and/or sequence of operations. Includes referencing data analyses to determine necessity for revision of organizational components.

Human Interaction: Requires the ability to inform and guide others by applying principles of professional counseling in addressing specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of references, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.

ASSOCIATE PLANNER

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

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