

**CITY OF LAUDERHILL
CLASS DESCRIPTION, 2020**

POSITION TITLE: PLANNING AND ZONING ANALYST

GENERAL DESCRIPTION OF DUTIES

Under the general supervision of the Executive City Planner, the purpose is to provide analysis and monitoring of land development and zoning issues. Employees in this classification perform advanced analytical work such as researching planning and land development issues, interpreting land development regulations, code and rules, and developing procedures for analysis and monitoring of applications and approvals. Position is responsible for reviewing and approving site plans, landscape plans, photometric plans, development, signage and permit applications, Certificates of Use applications and conditions and related inspections. Performs related work as directed.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

Provides technical information, analysis, and directions to architects, engineers, planners, and the public on applications for site plans, site plan modifications, plats replats, variances, signage, special exception uses and applications, zoning district map changes, development agreements and changes to the Land Development Regulations.

Reviews, analyzes and develops comments for land development orders, site plans and Certificate of Use and building permit applications. Issues approvals as delegated by the City Planner and prepares reports on such issues as directed.

Ensures legal advertisements and signage for public hearings are posted as required.

Ensures that applications submitted to the Planning and Zoning division are processed in the time frames specified in the Land Development Regulations.

Develops procedures and ensures that site plans, special exceptions, signage and variance comments, initial findings and final determinations are provided to the applicants in a timely manner.

Monitors special exceptions, variance and zoning requirements, and acts as a liaison to Code Enforcement in enforcing such requirements.

Conducts research on City Code and Land Development Regulations and prepares reports as directed by the City Planner.

Attends Planning and Zoning Board, Development Review Committee, Code Enforcement Board and City Commission public hearings and meetings and gives testimony as necessary.

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 of 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.

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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.

Performs routine office functions such as data entry, stuffing envelopes, retrieving and returning files and plans, answering phone and waiting on customers at front counter.

Assists customers with Certificate of Use, building permit applications, paint permit applications, tree removal and replacement permit applications.

Delivers materials to Board members.

Provides minor service to vehicles such as filling gas tank and inspecting exterior of vehicle for cleanliness and obvious damage or malfunctions.

Performs site inspections throughout the City for compliance to Special Exception Approvals.

Performs site inspections for Compliance with Tree Removal and Tree Replacement Mitigation requirements.

Performs related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree, preferably related to zoning, development or public administration; supplemented by minimum four (4) years experience in Architecture, Building, Zoning, Code Enforcement, Land Development and Planning & Zoning or a closely related field; or the City may consider an equivalent combination of training and experience.

SPECIAL REQUIREMENTS

Valid State of Florida Driver's License

Experience in reading and interpreting City government codes and land development regulations.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize and analyze data and information. Includes exercising discretion and security in determining data classification and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance and interpretation to others on how to apply procedures and standards to specific situations.

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Equipment, Machinery, Tools and Materials Utilization: Requires the ability to perform addition, subtraction, multiplication and division; to calculate decimals and percentages; and, ability to utilize principles of fractions and graphing of mathematical data.

Functional Reasoning: Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in required situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work 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 may risk exposure to temperature extremes, strong odors, toxic agents/chemicals, smoke, wetness, humidity, electrical currents, noise extremes, vibrations, machinery, dusts or pollen and traffic hazards.

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.