

**CITY OF LAUDERHILL
CLASS DESCRIPTION, 2020**

POSITION TITLE: EXECUTIVE CITY PLANNER

GENERAL DESCRIPTION OF DUTIES

Under the Operations Administrator's direction, the purpose of the position is to manage the planning and zoning activities of the City and supervise staff. Employees in this classification perform supervisory and professional level administrative work. Position is responsible for directing, implementing, and enforcing the City of Lauderhill's and Broward County's Zoning Code and regulations. Performs related duties as necessary.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

Manages and coordinates all City planning functions including development review, long range planning, zoning enforcement, public information and various special projects.

Directs and implements the City's zoning plan review process and the urban planning program and recommends/implements any procedural changes (i.e. amendments to the plans, site plans, drawings, and reports, etc).

Interprets the Land Development Code and assists with code enforcement programs, as well as, Federal and State regulations as they pertain to City programs.

Directs the Planning and Zoning staff on daily tasks, project management, and coordinates trainings, as necessary, in areas of general planning, land development, planning research, and community planning.

Completes evaluation forms and processes same through appropriate procedures.

Performs a range of supervisory functions including assigning work, setting standards, reviewing work, counseling, and disciplining.

Maintains documentation of all projects and other information required for internal, State and Federal periodic audits.

Effectively interacts and communicates with City staff of all levels, local, state, and federal elected officials, state personnel, federal personnel, business and community leaders, and the public.

Ensures the development of programs for compiling and analyzing data on economic, social, and physical factors affecting land use and for preparing graphic and narrative reports on data.

Recommends governmental measures to control and guide the City's development and renewal.

Monitors and tracks project milestones and deliverables, identifies and resolves problems, reviews project deliverables and validates adherence to quality standards.

Assists with proposals to ensure compliance with applicable City, State or Federal laws, codes, ordinances and related regulatory standards.

Competently operates a variety of office equipment, programs, and functions common to the modern business office.

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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.

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 be performed by other unit members.

Performs routine office functions such as copying and faxing.

Assists Building Department in permitting process.

Answers escalated code enforcement complaints.

Performs related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in Urban Planning, Environmental Planning, Regional Planning or Urban Design plus six (6) years professional experience in a municipal planning and zoning function with a minimum of two (2) years in a supervisory role; or Master's degree in referenced areas of studies preferred supplemented by minimum one (1) year previous experience and/or training that includes Planning and Zoning or closely related field; or an equivalent combination of education, training and experience.

SPECIAL REQUIREMENTS

Valid State of Florida Driver's License

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage strategize, and/or correlate data and/or information. Includes exercise of judgement 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 reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may require 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 judgement 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 required in situations involving the direction, control and planning of an entire program or set of programs.

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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 at a keyboard or work station.

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.