

**CITY OF LAUDERHILL  
CLASS DESCRIPTION, 2020**

**POSITION TITLE: CITY PLANNER**

**GENERAL DESCRIPTION OF DUTIES**

Under the Executive City Planner'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 enforcement of land development regulations, comprehensive neighborhood planning, update and revision of the long-term comprehensive Plan, and coordination and management of developmental activities. Performs related work as directed.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**EXAMPLES OF ESSENTIAL FUNCTIONS**

Facilitates both long range and current planning actions related to compliance with the Land Development Code and Comprehensive Plan goals, objectives and policy.

Writes detailed case analysis reports related to all aspects of current and long range planning.

Researches and drafts new or revised land development codes; reviews staff reports of planning staff prior to submission or approval.

Provides analysis and responses regarding the compatibility of proposed development with and Development Codes and Comprehensive Plan designations.

Participates in the maintenance and coordination of the current planning agenda, long range planning, and related administrative needs using a detailed activity report.

Obtains, assembles, summarizes, and analyzes data involved in planning, such as land use, population, economic characteristics, traffic, land development, and other factors pertinent to a comprehensive planning program.

Provides technical and professional advisement regarding planning and development functions to professionals, and management of developmental activities. Performs related work as directed, governing authorities, and members of the public.

Conducts research, provides technical recommendations on the development and implementation of growth management policies and regulations.

Directs studies related to neighborhood renewal, landscape planning and physical planning.

Reviews or supervises review of site plans, plats, re-zoning, conditional use, variances and other applications for development permits; prepares and presents reports and recommendations to City boards; participates as member of City Review Committee during review of such applications and permits, as requested.

Makes formal presentations of information regarding zoning issues before the Commission, citizens and community groups.

## **CITY PLANNER**

Provides staff support to City Commission, Planning and Zoning Board and other City Boards, as required.

Assists in the preparation of proposed ordinances and resolutions.

Directs and participates in special planning and studies as required.

Manages front counter and customer service duties regarding review of construction plans and assists customers with any questions about Broward County's permitting process.

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

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 also be performed by other unit members.

Performs zoning inspections.

Performs routine office functions such as copying and faxing.

Assists Building Department in permitting process.

Answers code enforcement complaints.

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

Performs related duties as directed.

### **MINIMUM TRAINING AND EXPERIENCE**

Bachelor's degree in Urban Planning, Environmental Planning, Regional Planning or Urban Design; supplemented by three (3) years professional experience as a Planner and/or Associate Planner in a municipal planning function; 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**

American Institute of Certified Planners (AICP) certification preferred

Valid State of Florida Driver's License

## **CITY PLANNER**

### **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.

### **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.