

CITY OF MARGATE, FLORIDA JOB DESCRIPTION

JOB TITLE: ASSOCIATE PLANNER (Job Code 509).

GENERAL STATEMENT OF JOB

Under general direction of the Development Services Director, performs entry-level professional and technical analysis using the City's Comprehensive Plan, Code of Ordinances of the City of Margate (City Code), and related documentation. Applies professional judgment to established Federal, State, and local laws and rules, as well as established City and Departmental Codes, rules, standards, and policies.

ESSENTIAL FUNCTIONS

The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

Responds to public inquiries regarding zoning information, including requirements for setbacks, parking, permitted and special exception uses, signage, lot size, etc.

Provides to the public Development Review Committee, Planning and Zoning Board, and Board of Adjustment application and review process information, including processing timetables and required submissions.

Completes Local Business Tax Receipt and Alcohol License Allocation application zoning reviews to enforce permitted uses, parking requirements, and other related restrictions required by City Code.

Maintains a map and listing of all State of Florida licensed assisted living facilities, nursing homes, adult foster care homes, family care homes, group homes, and child care centers within the City, and ensures that all applicable State and local distance separation laws and codes are met.

Assists in the review of petitions for site plan approvals, re-zonings, plat approvals, comprehensive plan amendments, special exception petitions, promotional events, and text amendments to City Code.

Prepares staff reports for Development Review Committee, Planning and Zoning Board, and Board of Adjustment agenda items.

Researches and prepares zoning confirmation letters.

Reviews Building Permits for compliance with all applicable zoning, landscaping, and other City Code provisions.

Interprets the applicability of City Code provisions to real property and assists Code Compliance staff with interpretations regarding compliance and violations.

Conducts field research and site visits from time to time, as necessary.

Performs a variety of office related functions, including preparation of printing materials, presentation materials, telephone answering, etc.

Performs related work as required.

Performs emergency response duties as necessary.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in Urban and Regional Planning or closely related field is required. Any experience, a Master's degree, or an AICP designation is preferred. Must possess a valid State of Florida Driver's License. Must be proficient with the Microsoft Office Suite.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve some walking, standing, bending, stooping, some lifting and carrying objects of light to moderate weight (5-25 pounds).

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of materials relevant to government, legal and/or city administration operations, as well as various development and construction disciplines, i.e. engineering, mechanical, electrical, architectural, etc.

Intelligence: Requires the ability to draw valid conclusions in task processing and prioritization. Requires the ability to apply principles and methods of planning to site, civil engineering and architectural construction plans.

Verbal Aptitude: Must communicate efficiently and effectively in standard English. Must speak with poise, confidence and voice control. Must communicate in professional planning, architectural, and engineering terminology as needed.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide, interpret maps and graphs, and calculate decimals, fractions and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in handling materials and instruments, filing and sorting of documents, and processing keyboard tasks. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Manual Dexterity: Requires the ability to utilize a variety of modern office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination Requires the ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to deal effectively with people from a variety of departments and backgrounds in both the giving and receiving of instructions. Must be able to perform under stress of frequent deadlines and effectively prioritize responsibilities.

Physical Communication: Requires the ability to talk and/or hear; (talking: expressing or exchanging information by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks require some exposure to adverse environmental conditions, e.g., dirt, heat, cold, rain, fumes.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of principles and general practices of city planning.

Knowledge of the planning process including an understanding of ordinances, codes, state and federal regulation and guidelines pertaining to planning, zoning, growth management, and community redevelopment, or have the ability to readily acquire these skills.

Knowledge of mathematical, statistical and research methodologies.

Ability to prepare, organize, and maintain maps, charts, sketches and complex graphics.

Ability to effectively communicate complex technical information orally and in written or graphic form.

Ability to manage diverse tasks simultaneously while maintaining an attention to detail to assure accuracy in tasks performed.

Ability to establish effective working relationships with employees, contractors, developers, officials and the general public.

EQUAL OPPORTUNITY EMPLOYER

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

Employee Name and Signature

Date