

Planner



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. -Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Under general supervision, performs administrative and technical work involving land development, planning, and zoning regulations to support the activities of the City's Community Development Department. -Responsible for assisting the Community Development Director in ~~the completion~~ ~~completing~~ projects relating to land development, planning, ~~and~~ zoning, economic development, and redevelopment programs to promote and market the City as a place to do business, ~~and~~ ~~implementing~~ strategies to attract and recruit business and industry to Cooper City. Reports to the Assistant Community Development Director.

ESSENTIAL JOB FUNCTIONS (examples, not all-inclusive)

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.

- Reviews, interprets, and ensures conformity of land development petitions with the City's comprehensive land development planning and zoning codes.
- Reviews and ~~provides authorization regarding~~ ~~authorizes~~ building construction permits and local business tax receipts in ~~conformance~~ ~~accordance~~ with planning and zoning requirements.
- Assists department head and other departments/divisions/staff with administrative processing of land development petitions and related planning and zoning functions.
- Answers questions from the public, contractors and developers regarding zoning, land use designations, permit requirements, development applications, property locations, or other code-related topics such as setbacks, density, or sign applications.
- Research planning and zoning regulations for application to department functions; includes reviewing surveys, site plans, local business tax receipts, and building permits.
- Assists ~~the~~ department head in managing records and reports related to planning and zoning; ~~this~~ includes updating existing land uses, completing ~~an~~ inventory of current land uses and preparing graphic illustrations.
- Coordinates the exchange of land use data with other agencies, planning consultants, the county, and adjacent cities.
- Represents City planning and zoning concerns at various meetings as directed; responds to issues within ~~the~~ scope of knowledge and authority; ~~directs and~~ complex matters to ~~the~~ department head.
- May perform field inspections as necessary to ensure compliance with building permits, ~~and any~~ related codes, and plans.

- Evaluates economic, statistical, and demographic data to analyze the best means to attract, retain, or expand businesses and industries within the City of Cooper City.
- Identifies and recruits likely business prospects, responds to new business inquiries, maintains an inventory of available sites/buildings, and aggressively markets suitable sites to such business prospects.
- Promotes the retention and expansion of business and industry within the City, develops and maintains a cooperative working relationships with existing businesses, identifies existing business retention and expansion needs, conducts research, and identifies and utilizes available resources to address those needs.
- Maintains and develops contracts with landowners, developers, site consultants, realtors, entrepreneurs, government officials, private industry representatives, chambers of commerce and economic development-related organizations and agencies.
- Prepares updates to community demographic information and maintains current data regarding the community on the economic development website.
- Assists in the research of and preparation of grant applications for submittal.
- Coordinates with the local resource partners on ~~matters such as~~ workforce development, small business initiatives, financing, business expansion, and more.
- Creates and updates various building and land development forms and checklists.
- Assists with various city and regional economic development meetings.
- Performs functions of the FEMA Emergency Operations Center (EOC) municipal liaison during severe hurricanes or storms.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

Bachelor's degree or equivalent. Zero to two (0-2) years of experience in a related field; or an equivalent combination of education, training, and experience. Additional qualifying experience or completion of coursework at an accredited college or university in a job-related field may substitute on a year-for-year basis for one year of the required experience or education. Possess or be able to obtain a valid State of Florida driver's license within 30 days by the date of hire.

Knowledge, Skills, and Abilities:

- Knowledge of planning principles and concepts ~~as~~-related to the government function of comprehensive land development planning and compliance.
- Knowledge of principles and practices of economic development, redevelopment and reuse, business retention, and recruitment programs, marketing and advertising, real estate, development/redevelopment financing alternatives, and annexation procedures.
- Skills in analyzing and systematically compiling technical and statistical information and preparing grants, technical reports, proposals, and correspondence.
- Ability to read, interpret, ~~and~~ apply, and explain City codes, policies, and zoning ordinances.
- Ability to review, analyze, and provide meaningful comments regarding plans and development applications related to the City's comprehensive land development plan.
- Ability to communicate effectively in both oral and written formats.

- Ability to work effectively and courteously with the public, other employees, and entities associated with the land development process, e.g., engineers, ~~and~~ architects.
- Ability to prepare and provide comments on various documents relevant to planning functions, e.g., maps, permits, site plans variances, rezoning, dedications and grants of easement.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, ~~but~~ which may involve ~~some~~ lifting, carrying, pushing, and pulling ~~of~~ objects and materials of light weight (5-10 pounds). Tasks may involve extended periods ~~of time~~ at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.