PLANNING AND ZONING ADMINISTRATOR
JOB DESCRIPTION

JOB TITLE: Planning and Zoning Administrator	CLASSIFICATION: Professional	IMMEDIATE SUPERVISOR: Village Manager
PAY GRADE: 142	DEPT: 1215 Planning and Zoning	STATUS: FT PT EXEMPT NON-EXEMPT BARG UNIT NON-BARG UNIT

JOB SUMMARY: Responsible for supervising and coordinating the planning, zoning, land use and comprehensive planning for the Village, including technical and inspection services related to development review, annexation, capital improvements, grant applications and amendments to the comprehensive plan, zoning code and other related codes, ordinances, policies and procedures.

SUPERVISION EXERCISED: Supervises the Secretary II, and Development Review Coordinator.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plans, directs, and supervises the work programs in the Planning and Zoning. Division.
- Supervises and coordinates development reviews of proposed plats, site plans, variances, signs, land use plan amendments, annexations, capital improvements, grant applications, rezoning and road vacations.
- Reviews editions of the model (Standard) Code for local requirements; prepare ordinances to adopt model codes amended to meet local conditions.
- Determines requirements for codes and ordinances for inspections; develops procedures for review and approval of plans and specifications for construction, issuance of permits and environmental controls.
- Prepares and delivers reports, studies, presentations and correspondence concerning division activities, policies and issues for Village Council, boards, committees and other organizations.
- Supervises and coordinates comprehensive plan implementation and amendment process, including intergovernmental coordination with state and local agencies.
- Provides technical assistance, reviews and makes recommendations to departments, related agencies and the public, including application and plan reviews; meets with contractors, architects, engineers, developers and property owners concerning interpretation and application of codes during planning and construction.
- Prepares agendas and coordinates the meetings of the Planning and Zoning Commission, Board of Zoning Adjustment and Appeals, Code Enforcement Board, Technical Advisory Committee.
- Prepares and administers division budget.
- Recommends the designation of redevelopment areas, rehabilitation areas and conservation areas.

OTHER DUTIES:

- Responds to emergency assignments as needed.
- Performs other related duties as required.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- Bachelor's degree in Urban/Regional Planning , or a closely related field,
- Prefer Master's degree in Urban/Regional Planning.
- Prefer five (5) years of progressively responsible experience in planning and zoning land use and comprehensive planning.
- Supervisory experience desired
- Any related combination of training and experience.

Knowledge, Skills and Abilities:

- Thorough knowledge of the principles, practices, and techniques of urban planning and zoning administration; considerable knowledge as it applies to local planning and development standards as well as master planning.
- Considerable knowledge of the principles and techniques involved in the development and maintenance of the Village's Comprehensive Plan.
- Considerable knowledge of current trends in local, regional, state and federal planning and legislation affecting city planning and development.
- Considerable knowledge and skills in drafting regulations, policies and texts of ordinances and codes, including those which govern construction, zoning, signs, and housing.
- Ability to present findings and recommendations concisely, and communicate effectively in oral and written form.
- Ability to interpret and apply complex rules, regulations, codes and ordinances; ability to interpret plans, drawings, blueprints and specifications.
- Ability to handle complex assignments independently and make decisions or recommendations based on sound professional judgment.
- Ability to establish and maintain effective working relationships with department officials, other employees, public agencies, developers, contractors and the public.

SPECIAL REQUIREMENTS:

- Valid Florida State driver's license, or ability to obtain one; No more than two (2) moving violations within the last 12 month period; No more than six (6) violation points on your license within the last 24 months.
- AICP required or ability to get it within nine months of hire date

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk, hear, and use hands to manipulate, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

TOOLS & EQUIPMENT USED:
Code of Ordinances, computer, plats, site plans, master plans, blueprints, maps, telephone, pager and other related equipment.

ENVIRONMENTAL CONDITIONS:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions, and may be exposed to wet and/or humid conditions, toxic or caustic chemicals. The noise level in the work environment is generally quite while in the office, and moderately noisy when in the field.

SELECTION GUIDELINES:
Formal application, evaluation of education, training and experience; oral interview and reference check; job related tests may be required. The Village of Royal Palm Beach is a Drug Free Workplace and an Equal Opportunity Employer.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

JOB DESCRIPTION HISTORY:
Created: July 29, 2011