

**CITY OF COCONUT CREEK  
JOB DESCRIPTION**

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**JOB TITLE:** Planner  
**DEPARTMENT:** Sustainable Development  
**FLSA STATUS:** Exempt

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**GENERAL PURPOSE:**

Performs intermediate-level professional work in Planning and Zoning Division of the Sustainable Development department. Reviews proposed plats, site plans, variances, signs, land use plan amendments, rezoning's, and road vacations. Work is performed independently under limited supervision with considerable moderate latitude. Position typically requires processing and interpreting of more complex, less clearly-defined issues.

**EXAMPLES OF ESSENTIAL FUNCTIONS:**

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 classification. 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.

- Collects impact fees from developers for various departments
- Conducts required research and follows-up on inquires
- Creates documents, graphics, forms, and maps as needed to move projects forward
- Creates, compiles, and records staff comments
- Facilitates the receipt and multi-disciplinary review of development applications including reviews done by outside consultants
- Handles calls and meetings related to potential land development or modifications to an existing property
- Reviews and approves building and engineering permits based on consistency with previously approved site plans
- Reviews development applications for consistency with the Land Development Code
- Revises portions of the City's code to better facilitate current development demands or provide necessary consistency within the zoning code
- Works with staff and consultants to develop new concepts related to projects within the City
- Performs other duties as assigned and/or required

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in urban planning or related discipline; supplemented by two (2) or more years' experience in planning and zoning; an equivalent combination of education, certification, training, and/or experience may be considered.

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### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of urban planning processes and procedures
- Skill in Microsoft Office products (Word, Outlook, and Excel)
- Skill in providing good customer service
- Ability to multi-task while working with tight deadlines and shifting priorities
- Ability to quickly and independently learn new software
- Ability to analyze and define problems, identify alternative solutions, estimate consequences of proposed actions, and implement recommendations in support of goals
- Ability to organize work for timely completion
- Ability to work with minimal supervision
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to regularly attend work and arrive punctually for designated work schedule

### **PHYSICAL REQUIREMENTS:**

Depending on functional area of assignment, tasks involve the ability to exert light physical effort usually involving some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). Usually involves some climbing, balancing, stooping, kneeling, crouching, crawling, walking or standing. Tasks may involve extended periods of time at a keyboard or work station.

### **ENVIRONMENTAL REQUIREMENTS:**

Tasks are regularly performed inside without potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

### **SENSORY REQUIREMENTS:**

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors.

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

The City of Coconut Creek is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, The City provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.**

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Job Title

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Supervisor's Name (print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date