

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

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

GENERAL PURPOSE:

Performs senior-level professional work in the Planning and Zoning Division of the Sustainable Development department. Assists with planning and organizing planning functions and activities. Oversees professional level staff in the development review application process. Long range planning functions include required updates to the City's Comprehensive Plan, Code of Ordinances, and other related documents. Position relies on advanced level experience and exercises independent judgment to determine the best approach by using and interpreting policies and procedures. Position seeks technical guidance only on unusual or complex problems or 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.

- Meets with potential applicants to discuss new development opportunities and applications
- Supervises professional, associate, and technical staff, including but not limited to, evaluating employee performance and making recommendations for disciplinary action as required, coaching and mentoring staff, making recommendations for hires, approving schedules and leave requests, and assigning and reviewing workload
- Oversees associate and technical staff in the review and approval of building and engineering permits, and may provide written comments
- Oversees associate and technical staff, including interdepartmental coordination, related to the City business tax receipts
- May review and provide written comments for development applications for consistency with the Land Development Code
- Oversees professional level staff and assigns tasks during the receipt and multi-disciplinary review of development applications including reviews done by outside consultants
- Responds to inquiries and coordinates interdepartmental meetings related to potential land development
- Creates documents, graphics, forms, and maps as needed
- Prepares and processes amendments to the City's Land Development Code
- Attends Board and Commission meetings as necessary

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- Assists in the coordination of planning functions with other city departments and outside agencies
- Assists with development of department budget
- Assists in the development and adoption of city codes
- Manages complex planning projects including assignment of work to planning staff
- Focuses on maintaining stable workflow among various departments/divisions to prevent delays in building and engineering permits
- Performs other duties as assigned and/or required

MINIMUM QUALIFICATIONS:

Bachelor's degree in urban planning or related discipline; supplemented by five (5) or more years' experience in planning and zoning; an equivalent combination of education, certification, training, and/or experience may be considered.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of urban planning processes and procedures
- Knowledge of plan review and permit processes
- Knowledge of Local Government Comprehensive Planning Requirements
- 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:

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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.

Job Title

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date