

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

JOB TITLE: Zoning Officer
DEPARTMENT: Sustainable Development
FLSA STATUS: Non-exempt

GENERAL PURPOSE:

Performs specialized work in the planning and zoning division of the Sustainable Development Department. This work is predominately intellectual in character and involves the consistent exercise of discretion and judgment in the interpretation and review of building, landscaping and engineering permits. This work requires knowledge of the City's Land Development Code. Responsible for reviewing building and engineering permits for adherence to land development regulations as they pertain to zoning requirements. Work requires coordination with Building Division and code compliance officers including field work for the inspection of residential and commercial developments. Prepares zoning verification letters and provide information to the general public in written and/or oral form. Work is performed under limited supervision, relies on experience and exercises independent judgement to determine best approach to achieve desired results.

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.

- Performs technical administrative work in the application and interpretation of various land development sections of the City's code including signage
- Reviews building permits for adherence to land development regulations
- Interprets zoning codes, sign codes, use, location, and site specific information relating to parcels of land, and provides to general public in written and/or oral form
- Conducts zoning and landscape field inspections
- Assists staff in the processing of zoning and sign code development review applications, including research and report preparation
- Reviews surveys for accuracy and relays technical information to other departments.
- Reviews and approves building and engineering permits based on consistency with previously approved site plans
- Prepares zoning verification letters consistent with zoning regulations and specific development approvals
- Responsible for ensuring conformity with the City's Land Development Code when performing field inspections
- Conducts research and follow-up on inquiries

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- Performs related work as assigned and/or required

MINIMUM QUALIFICATIONS:

High school diploma or GED; supplemented by three (3) or more years' experience in commercial and residential construction; an equivalent combination of education, certification, training, and/or experience may be considered.

Must possess a valid State of Florida driver license.

Bilingual in Spanish preferred.

A thorough knowledge of City codes, ordinances and regulations is preferred.

Experience related to Urban Planning and/or Architectural design work preferred.

Experience and/or certifications in landscape and tree care and zoning is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of zoning codes, sign codes and land use information
- Knowledge of building and engineering permits
- Skill in Microsoft Office products (Word, Outlook, Excel and PowerPoint)
- Skill in providing good customer service
- Skill in attention to detail and accuracy
- 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 and prioritize work for timely completion, as well as to balance business needs, customer needs, and business risk
- 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 periodic performance of light physically demanding work, usually involving lifting, carrying, pushing and/or pulling of light objects and materials (up to 20 pounds). Tasks that require moving objects of

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significant weight require the assistance of another person and/or use of proper techniques and moving equipment. Tasks may involve some climbing, balancing, stooping, kneeling, crouching, or crawling. Tasks may involve extended periods of time at a keyboard or work station.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside and/or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, 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 visual 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