



The City Beautiful

City of Coral Gables Job Description

Job Title: Zoning Planner
Department: Development Services/Planning
& Zoning
Classification: 1117
Pay grade: 21C
FLSA: Non-Exempt

Prepared Date: 5/2015
Approved By: HR/CM

Summary

Technical and complex work involving the interpretation and enforcement of the City Zoning ordinance.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Reviews and analyzes proposed development plans, including those involving complex or unusual requirements, for proposed residential, commercial, industrial, and mixed-use developments to determine conformity to all applicable municipal ordinances, Zoning codes, regulations and maps.

Explains zoning regulations and plan compliance to developers, architects, engineers, contractors, property owners and others.

Interprets zoning codes, regulations and maps, as required, to determine individual project compliance with the City's zoning and relevant city code requirements.

Computes and verifies development calculations such as building heights, number of stories, setback, ground coverage, floor area, parking space, lot size and landscaping areas for all assigned projects.

Assists in preparing and revising maps, graphs, charts, forms and other zoning materials.

Assists other Planners with development of new zoning code amendments, regulations and interpretations.

Provides assistance, as needed, to Zoning Technician position.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Knowledge of the City's zoning codes, regulations, procedures, and guidelines. Knowledge of the procedural regulations applicable to zoning plans processing work. Ability to read, interpret, and analyze construction and development plans. Ability to examine plans and process applications under workload deadline conditions. Ability to deal effectively with professionals and the public. Ability to explain and

enforce regulations. Ability to perform mathematical computations. Ability to conduct research. Ability to prepare complex records and reports. Skilled in oral and written communications. Knowledge of and ability to use Computer Aided Design/drafting (CAD) software.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use hands to fingers, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment: such as but not limited to a personal computer, calculator, copies and fax machines.

Work is predominately indoors and also involves inspection of various land use developments, construction sites. Must be able to lift, carry and or push articles weighing up to 25 lbs. Must be able to wear hard hat/helmet, safety glasses, safety shoes and gloves. Exposure to extreme temperatures, electrical hazards, noise, heights and dust are common. Must have the physical ability to enter into and inspect hazardous locations, climb stairs, reach above and below shoulders, walk and bend.

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

Minimum Education and Experience

Bachelor's degree in zoning, planning, public administration, engineering, architecture or related field.

Two years experience in related work required. Prefer experience interpreting and implementing land use regulations, and experience with legal descriptions for parcels of land.

Working knowledge of and experience with Computer Aided Design software required. Knowledge of Geographic Information System preferred.

Any equivalent combination of education and experience.

Valid Florida Driver's License