



The City Beautiful

City of Coral Gables Job Description

Job Title: City Planner
Department: Development Services
Classification: 1203
Pay grade: 34E
FLSA: Exempt

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Prepared/Approved By:

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Summary

This is a highly responsible and professional position undertaking complex technical work enforcing the City's land use regulations and other codes as they relate to land use. The City Planner coordinates the planning and zoning functions of the Planning and Zoning Division and is responsible for applying independent judgment and professional planning techniques and best practices to resolve problems and enhance the City's quality of life. Must be able to think strategically and exercise considerable initiative and judgment. Reports to the Director of Planning and Zoning.

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.

Assists the Planning and Zoning Director manage a City-wide Planning and Zoning program consistent with the City's goals and initiatives ensuring high-quality customer service, professional standards and quality controls.

Assists the Planning and Zoning Director develop and implement long range and annual action plans to meet the needs of a growing City, including the development and maintenance of a comprehensive urban land-use and development plan; compiles and analyzes data regarding current land-use trends and factors affecting the City's overall development; makes recommendations regarding zoning changes that promote the City's development goals.

Coordinates, develops and interprets the comprehensive plan and land use/development regulations. Formulates recommendations for amendments to the comprehensive plan.

Coordinates current planning activities, including plan review and inspections for compliance with the zoning code. Provides direction to staff regarding zoning interpretations, procedures, and Board of Adjustment applications.

Interprets the zoning code and formulates recommendations for amendments.

Reviews and disseminates information pertaining to legislation adopted by the City Commission affecting the City's land use regulations.

Assists the Planning and Zoning Director develop, implement and maintain demographic and economic databases, reports and related information necessary for comprehensive long-term urban planning consistent with the City's objectives.

Performs planning studies including preparation of project outlines, selection of data sources, designing reports on capital improvements, major zoning changes, historic preservation issues, and business district project planning.

Attends planning board, historic preservation board, code enforcement board, and other meetings.

May serve as staff liaison to the Planning & Zoning Board.

Meets with developers, architects, landowners and the general public as needed to resolve issues.

Assists in creating maps, reports, statistical compilations, and other materials necessary to the planning process.

Reviews and processes zoning applications, maintenance of official zoning and plat maps, and related zoning activities as directed.

Assists the Planning & Zoning Director in managing and developing a qualified staff, ensuring professional and courteous service from all employees in support of the City's mission, values, customers and stakeholders. Assists the Planning & Zoning Director develop and manage the annual operating budget of the Planning & Zoning Division.

Performs field inspections to review work at construction sites.

Works collaboratively with and regularly interacts with other agencies, boards, authorities, commissions and civic groups.

Pursues ongoing professional development through course attendance, professional organizations, and meetings/conventions to stay informed of technological advancements and trends in the field.

Conforms with and abides by all regulations, policies, work procedures and instructions.

Conforms with and abides by all applicable safety rules which include wearing and using all appropriate safety equipment.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Knowledge of the principles and practices of urban planning and zoning as applied to enforcing regulations and the laws relating to planning. Excellent written and oral communication skills are required. The ability to successfully supervise and delegate to subordinate staff is imperative. Must have the ability to present technical information clearly to lay and professional groups. Ability to establish and maintain effective working relationships with employees, peers, officials, other agencies, and the public and in particular work closely with the Building and Code Enforcement divisions. Must possess the ability to supervise the work of others in a manner conducive to full performance and high morale.

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, copier and fax machines. Work is predominately indoors within a usually quiet to moderately noisy environment. May involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight up to 20 pounds. May involve extended periods of time at a keyboard or work station.

May occasionally work outdoors during inspection of various land use developments and construction sites. Must be able to wear a 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 planning, architecture, public administration, or related field. Advance degree preferred. Certification with the American Institute of Certified Planners desirable.

A minimum of five years responsible experience in city, county, or regional planning, with at least three years in a supervisory capacity.

Skill in the use of AutoCAD, GIS, or other relevant software is desirable.