

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 133**

**PLANNING AIDE**

**GENERAL**

Provides technical and complex zoning support to the public counter, answering permit related inquiries, providing zoning information, processing applications, researching property history, and providing administrative support to the department and the city's development related boards. Assists and coordinates with Assistant Planners to provide administrative support to the department and various advisory boards.

**EXAMPLES OF ESSENTIAL DUTIES**

*The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.*

- Assists and coordinates with Assistant Planners to provide administrative support to the department and various advisory boards including the Development Review Committee, Planning & Zoning Board, Zoning Board of Appeals, and Architectural Appearance Committee.
- Tasks may also include preparing, advertising and mailing the public hearing notice to all owners within a 500-foot radius.
- Assists the Assistant Planners to prepare all agendas, back-up materials, mailers, memos and orders for each of the referenced boards and committees.
- Coordinates with other Assistant Planners to prepare official action minutes at public meetings and uses Granicus software to encode video from advisory board meetings.
- Assists with the preparation of staff reports including data collection and analyses.
- Performs related work as required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of Adobe Professional software.
- Knowledge of general zoning principles.
- Knowledge of legal descriptions and property identification.
- Ability to summarize the topics of a discussion in a clear and concise manner.
- Ability to be extremely organized and have experience with record keeping.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

**MINIMUM QUALIFICATIONS**

High school diploma required. Associate's degree is preferred. One year of experience in working in governmental planning or municipal codes required. Must become a Notary and must become familiar with Robert's Rules of Order within three months of hire. Must be willing to work night meetings. Excellent computer skills in a Microsoft Office required.

*A comparable amount of training and experience may be substituted for the minimum qualifications.*

**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 the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling.

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

**SPECIAL REQUIREMENTS**

Possession of a valid, appropriate driver's license and an acceptable driving record.

**Rev.** 07/22

**Bargaining Unit:** Bargaining

**FLSA:** Non-Exempt

**Classification:** 20/42

**Location:** Development Services

**GERS:** Regular Class