

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 272**

**SENIOR PLANNER**

**GENERAL**

This is a senior level position in the Planning and Zoning Division. The individual in this position is responsible for the execution, development and implementation of the division's work programs, projects and studies. This position provides supervision, training and direction to subordinate staff. Work is performed with considerable independence and initiative under the direction of the Principal Planner. Some functions are similar to those of the Planner level, though the Senior Planner often leads or is significantly involved with larger, more complex planning assignments.

**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.*

- Supervise, train, counsel, and direct Zoning Technicians and/or planners.
- Oversee the department's advisory board process.
- Manage the division's building permit review process.
- Conduct technical research studies and provide technical advice.
- Prepare interpretations and policies related to code implementation and department wide procedures.
- Review building permit plans for compliance with the applicable Zoning Code and Sign Code requirements
- Process applications and requests for Site Plan Approval, Plat, Special Exception, Variance, Temporary Permit, Abandonment, Rezoning, Adjustment of Development Standards, etc.
- Review, process applications, prepare reports, and make recommendations for the Development Review Committee, the Architectural Appearance Committee, the Planning and Zoning Board, the Zoning Board of Appeals, and the City Commission.
- Make presentations before the Development Review Committee, the Architectural Appearance Committee, the Planning and Zoning Board, the Zoning Board of Appeals, and the City Commission.
- Propose code amendments and additions to the Zoning Code and Sign Code.
- Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of sources of information, current literature and recent developments regarding urban planning.
- Knowledge of research techniques.
- Knowledge of public administration with particular reference to county and municipal administration.
- Knowledge of Microsoft Word, Excel and GIS.
- Skill in problem-solving to gather relevant information to solve less well- defined planning problems.
- Ability to interpret construction drawings and site plans.
- Ability to communicate and express ideas effectively both orally and in writing.
- Ability to present and discuss ideas to groups of people.
- Ability to read and interpret city ordinances and related legal documents.
- Ability to prepare and present complex reports.
- 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**

Master's degree in Urban Planning, Landscape Architecture, Civil Engineering or related field required. AICP certification preferred. Two years of professional work experience in planning required. Three years of experience and supervisory experience preferred. The Sr. Planner must have the knowledge of the Florida Growth Management Act (Chapter 163) and Broward County Land Use Plan. Advanced professional planning experience of comprehensive planning, land use, and zoning codes are required. Strong analytical, writing and verbal skills are required. Experience with computer is necessary.

*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 moving, climbing, carrying, crawling, 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.** 10/22

**Bargaining Unit:** Non-Bargaining

**FLSA:** Exempt

**Classification:** 30/50

**Location:** Development Services Department

**GERS:** Regular Class