



POSITION: PLANNING & ZONNING MANAGER

DEPARTMENT: PLANNING & ZONNING

CLASS CODE: 9482

TIER: 2

PAY GRADE/SALARY: \$75,000-\$110,000

FLSA: EXEMPT

UNION: NON-UNION

SUMMARY

Under administrative direction, the purpose of the position is to supervise the activities enforcing land use regulations, codes and ordinances for the planning and development of the City. Employee performs at professional management level, and is responsible for overseeing studies, collecting and analyzing data for application to the City's comprehensive plan. Objective is to enhance the City's built environment through practical application of the Land Development Code and all applicable established zoning and code regulations. Employee manages the Planning and Zoning Division, its employees and consultants. Maintains standards set upon the division and the position through effective mentoring, instruction, assigning, and review of the work of others. Performs other related duties as required, including but not limited to: Site plan and permit review, project inspections, design consultations and site visits. This position ensures compliance with applicable rules, regulations, policies and procedures. This position is exempt under the Fair Labor Standards Act and reports to the Community Development Director.

ADA REQUIREMENTS: Individual's sensory modalities (vision and hearing) and physical capabilities (ambulation, strength, coordination, dexterity, range of motion) must be sufficient to perform the Essential Functions of the position.

ESSENTIAL FUNCTIONS

(The duties listed below are the normal duties and responsibilities of this position. The omission of specific statements related to the duties and responsibilities of this position does not exclude them if the work is similar, related or reasonable within the scope of the position.)

- Supervises, trains and evaluates departmental professional and technical zoning personnel.
- Administers the City planning and zoning process and project management of land use entitlements such as special variances and zoning exceptions, and Land Development Code Amendments.
- Reviews, evaluates and approves/denies applications for development, e.g., structural development, change of land use, code and plan amendments/rezoning, commercial, industrial, multi-family residential and single family residential.
- Interacts and communicates professional planning and development services to developers, investors, contractors, business/property owners, realtors, engineers, architects, appraisers, technical advisory boards and other planning groups.
- Reviews and analyzes site plans to determine compliance with all applicable codes, ordinances and regulations; coordinates the Development Review Committee (DRC) process; reviews architectural site plans for aesthetic quality and compliance with architectural guidelines; oversees and coordinates
- Coordinate and attends the Technical Review and Development (TRAD) Committee process and meetings.
- Enforces compliance with all applicable laws, codes and regulations and the City's Land Development Code.
- Reviews, prepares and presents reports to the Planning & Zoning Board, City Commission, and other local, state and federal governmental agencies for special planning and development requests, e.g., zoning variances, sign variances, land development code amendments, comprehensive plan amendments and rezoning requests.
- Provides assistance to the general public in interpreting planning procedures for compliance with City codes, regulations and ordinances.
- Conducts field/construction site inspections to determine compliance with all applicable codes, zoning regulations and ordinances.
- Plans, administrates and coordinates the division's daily functions, and operating budget; developing and implementing the division's mission.
- Ensures the proper and fair enforcement of ordinances and adherence to divisional policies and procedures.
- Assists with coordination of the Capital Improvements Program.
- Observes and monitors all division services for effectiveness, efficiency and quality control.
- Communicates verbally with community partners/groups and individuals to solve problems relating to the division management issues. Investigates and resolves complex or sensitive citizen issues or concerns.
- Communicates with community groups, outside agencies, City departments and committees on planning and zoning issues.
- Plays a leadership role in talent acquisition, talent management, and talent development throughout the division, including evaluating, coaching and developing all full and part time staff.
- Exercises authority for divisional personnel actions consistent with the ONE NMB Service Standards.

- Participates and/or serves on a variety of internal and external committees, meetings, and/or other related groups to secure advocacy and influence support for programs and ideals.
- Stays current with profession's methodology, practices, trends and issues. Develops and strengthens professional and administrative knowledge and skills. Remains visible within the professional community.
- Demonstrates superior customer service, integrity and commitment to innovation, efficiency and fiscally responsible activity, serving as a role model for others.
- Performs other related duties as required.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through personal contact, the use of the telephone and/or other City-issued technology devices. Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach and twist under desks and around furniture; to lift, carry, push, and/or pull moderate to heavy amounts of weight up to 20 lbs; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PRINCIPAL SKILLS, KNOWLEDGE (EDUCATION AND EXPERIENCE), AND PERSONAL ATTRIBUTES REQUIRED

- Requires a bachelor's degree in urban planning, comprehensive planning, architectural design, public administration or related field with three to five years' experience in a supervisory capacity performing related duties or any combination of education and experience that provides the required knowledge, skills, and abilities.
- Active involvement in professional organizations is highly desired (APA).
- Must be computer literate with proficiency in Microsoft Office Suite, including Word, Excel, and PowerPoint, Geographic Information Systems (GIS) proficiency.
- Strong communication skills required, including fluency in English (oral and written).
- Must possess a valid Florida driver's license with minimal citations (no more than six points).
- Ability to prepare documents and reports such as project status updates, Planning and Zoning Board staff reports, City Commission staff reports, etc., using the proper format, punctuation, spelling and grammar.
- Ability to prepare read and comprehend design documents and specifications.
- Ability to differentiate colors and shades of colors.
- Ability to apply principles of rational systems such as planning, drafting, computers, etc., In order to solve problems and deal with a variety of concrete variables in situations where only limited standardization exists; to Interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

- Ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.
- Ability to use independent judgment and discretion in preparing divisional goals, setting schedules, assigning work and planning for future needs of the division.
- Independent judgment in difficult and Crisis situations.
- Knowledge of the principles and practices of supervision and personnel, management/administration
- Knowledge of training methods.
- Ability to handle multiple projects simultaneously and use good judgment in prioritizing work assignments, including the ability to ensure accurate and efficient completion of assignments.
- Ability to communicate effectively, tactfully with public and staff.
- Ability to analyze problems in areas of supervision and to implement corrective action.
- Ability to think outside the box, be creative and innovative.
- Must possess great organizational, management and human relation skills.
- Ability to work tactfully and effectively with Mayor and Commission, associates, and other public officials and members of the public.

PREFERRED

- Master's degree in urban planning, architecture, public administration or related field.
- AICP certification, or CNU-Accredited, or LEED-AP, or AIA, or a combination of certifications/licenses.
- Bilingual (Spanish-English; French/Creole-English).
- Experience with implementing ERP software systems such as EnerGov, Munis, or others.