

## ASSOCIATE PLANNER

### **SUMMARY:**

Under limited supervision, reviews building permit and business tax applications for compliance with City of West Palm Beach Zoning ordinances and codes. Collects and analyzes data, and conducts site visits related to building permits. Provides assistance in writing reports, analyzes development related data and provides input on neighborhood site and master plans. May operate independently on simple zoning matters, and may perform related duties as assigned.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

**DUTIES AND RESPONSIBILITIES:** *(which are **not** in any hierarchical order)*

1. Provides daily review of building permits applications to determine compliance with zoning ordinance and respective codes.
2. Provides technical information to staff, applicants and the public regarding zoning and other applicable codes.
3. Reviews applications for Business Tax for compliance with zoning and city codes.
4. Reviews minor planned development amendment.
5. Responds to planning-related inquiries from the general public and other agencies and organizations.
6. Collects and analyzes data, conducts site visits as needed and assists planners with special projects and development applications as requested.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of policies, practices, and terminology of City licenses and permits.
- Knowledge of comprehensive, land use and transportation planning principles.
- Basic knowledge of urban design, state planning laws and applicable Federal regulations.
- Knowledge of zoning, license and general codes..
- Skill in operating personal computers and standard application software and standard office equipment.
- Skill in research and technical analysis of planning-related information.
- Ability to review site plans, landscape plans, surveyor elevations.
- Ability to work in a team environment.
- Ability to organize and analyze technical information.
- Knowledge of site plan review.
- Ability to make sound assessments and recommendations based on research.
- Ability to communicate effectively, graphically, orally and in writing.
- Ability to establish and maintain effective working relationships with those contacted during the course of work.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves detailed concentration for long periods of time in a modified office environment and occasionally at on-site location. There may be occasional need for light lifting, walking, and bending. The City of West Palm Beach promotes a drug/alcohol free work environment through the use of mandatory pre-employment drug testing. This position may also require the use of City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, and have an acceptable driving record.

**MINIMUM QUALIFICATIONS:** High school diploma from an educational institution recognized the Florida Department of Education or GED, and at least two (2) years of training and zoning/planning related experience required.

**ASSOCIATE PLANNER**

A valid Florida driver's license, required. A valid driver's license from any state (equivalent to a State of Florida Class E) may be utilized upon application; with the ability to obtain the State of Florida driver's license within 30 days from day of appointment.