

PLANNING AND ZONING ADMINISTRATOR

SUMMARY:

Under general direction, manages the Planning and Zoning Division, including work assignments, personnel selection and budget preparation. Monitors all Planning Board, Zoning Board of Appeals and Plans and Plats Review Committee cases and agendas to assure compliance; and performs 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. Manages task assignment and coordination of all activities of division personnel.
2. Reviews all Planning Board, Zoning Board of Appeals and Plans and Plats Review Committee cases.
3. Presents cases to the Planning Board and City Commission to provide assistance and assure compliance with zoning ordinances and regulation.
4. Prepares and manages the division budget and processing of administrative requests.
5. Assists developers, the general public, other public agencies and other city departments in the proper application of ordinances and regulations.
6. Supervises updates of the City of West Palm Beach comprehensive plan, zoning code and neighborhood plans.
7. Oversees citywide changes to the city's adopted future land use plan and zoning maps.
8. Oversees the preparation and monitoring of all applications and grants from the State of Florida and other agencies.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of site planning, zoning interpretation, and comprehensive and neighborhood planning.
- Knowledge of planning law and theory, growth management law and theory, and current planning trends.
- Knowledge of intergovernmental operations.
- Skills in project and development application management.
- Skill in communicating effectively, both orally and in writing.
- Skill in effectively supervising others, communicating effectively with developers, members of the general public, elected officials and other employees.
- Skill in conflict resolution management.
- Skill in budgetary and organizational management.
- Ability to work in team environment with multiple disciplines.
- Ability to organize and analyze information and formulate recommendations.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves detailed concentration for long periods of time in a modified office environment. There may be occasional need for light lifting. 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: Master's degree from an accredited college or university with a major in Urban Planning, or a closely related field and a minimum of five (5) years of experience in current, comprehensive and related planning fields, including two (2) years supervisory experience, or any equivalent combination of training and experience. A valid Florida driver's license is required.