



Town Planner

EEO Class Code: Professional

Union Status: Unclassified

FLSA Code: Exempt

The Town of Pembroke Park Job Description

Department: Public Services

Supervises: None

Position Reports To: Town Manager

Sworn: No

Job Specifications

NATURE OF WORK

Performs professional planning duties in connection with the interpretation and implementation of the Comprehensive Plan and Land Development Regulations and the other codes as they relate to the land use of planning and zoning. The Town Planner acts in an administrative and professional capacity in order to promote a balanced, favorable, and sound economic use of land for the Town of Pembroke Park.

ILLUSTRATIVE TASKS

Tasks required of those in the position of Town Planner include but are not limited to:

- Provides long-range term planning services through assessment of the town's comprehensive plan.
- Provides short-term planning and zoning services.
- Assists applicants, residences and interested stakeholders throughout the development review process.
- Assists the GIS professional prepare maps, exhibits and other presentation materials for the presentations to the town council, neighborhood groups, and the other civic or the business organizations.
- Responds to inquiries from the public regarding planning and zoning activities.
- Assists in the re-write and preparations of amendments and the updates to the elements of the Comprehensive Plan and Land Development Regulations.
- Conducts research and analysis related to physical, social, and economic issues, prepares statistical data on the land use, physical, social, and economic issues. Prepares technical studies and reports, as necessary.

- Performs review for permits and conducts inspections, as necessary.
- Reviews all Business Tax Receipt and Certificate of Use applications for compliance of Town code.
- Generates notice of non-compliance with zoning codes and/or development plans.
- Performs research and analysis study reports as requested by the commission.
- Attends regular monthly workshops and monthly commission meetings.
- Attends regional planning council meetings and other meetings, as necessary.
- Chairs the Town Design Review Committee (DRC).
- Processes and reviews all variances, exceptions, and site plan reviews.
- Participates in the field surveys to secure a variety of planning data such as land use population density transportation, housing, and environmental assessment.
- Works with the Planning and Zoning board and any other committees on matters pertaining to land use and represents the Town on regional planning issues.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Computer literacy with working knowledge of Microsoft Office Suite or similar word processing systems, database management is a plus.
- Principles and practices of comprehensive planning and zoning.
- Methods and techniques of construction.

Skill in:

- Conducting studies, collects, and analyzes data for the use in the City's Comprehensive Plan.
- Working with GIS system and performs data analysis.
- Directing and performing analysis of data and the preparation of various planning documents.
- Effectively facilitating the flow of information, ideas, and innovative practices.

Ability to:

- Analyze, evaluate planning and zoning problems, and recommend solutions.
- Perform zoning inspections.
- Manage multiple grants, projects and oversee the work of others.
- Establish and maintain effective working relationships with employees, governmental officials, representatives of private agencies, community groups and the public.

MINIMUM REQUIREMENTS

- Graduation from an accredited college or university with a bachelor's degree in Public or Business Administration; a master's degree in a related field is highly desired.
- Two (2) years of professional planning and/or zoning experience in the public sector.

- AICP certification preferred.
- An equivalent combination of education and experience may be considered.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

The physical demands described here are representative of those that must be met by a teammate to successfully perform the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to stand, sit, see, speak, hear, and use hands and fingers to operate a computer, telephone, or other electronic device. Occasional light to moderate lifting of office products and supplies may be required.

The work environment characteristics described here are representative of those a teammate encounters while performing the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Moderate noise (business office with computers, telephones, printers, fax machines, photocopiers, filing cabinets, and light traffic).
- Work within a confined area.
- Ability to work in a computer station for an extended period.
- The physical environment requires the employee to work inside and outside in heat/cold, wet/humid, and dry/arid conditions.
- May be requested to work overtime and weekends for special town events, activities, projects meetings and emergencies.