

**City of Dunedin, Florida
Class Description**

Senior Planning & Zoning Technician

GENERAL STATEMENT OF JOB

Under general supervision, performs varied technical work in support of City building, planning, zoning and development functions and activities. Provides information to the public regarding department projects and procedures. Performs related work as directed. Reports to the Assistant Director of Community Development, or designee.

SPECIFIC DUTIES AND RESPONSIBILITIES

Example of Essential Job Functions

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbents(s) of any particular position.

Receives, researches and responds to public inquiries regarding related department functions and procedures.

Compiles data and prepares reports for special research projects as assigned.

Creates new and corrects existing City addresses according to established policies and procedures; provides data to update zoning and address maps.

Reviews building permits for compliance with applicable zoning codes and land use regulation.

Assists in preparing presentation materials as requested.

Answers the telephone, provides accurate information and/or routes calls to appropriate staff person. Greets office visitors and provides effective customer service as required.

ADDITIONAL JOB FUNCTIONS

Performs general office/administrative duties as required, including coordinating large mailings, processing permit applications, typing reports and correspondence, copying and filing documents, entering data into the computer, retrieving files, etc.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma or GED equivalent plus some college-level coursework or vocational training in drafting, urban planning or a related field with three years of experience in general clerical or customer service work.

An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

SPECIAL REQUIREMENTS

This position is Category B for the purposes of Dunedin Emergency Management. The incumbent may be required to be onsite/available as scheduled during times of emergency as declared by the City/County Commission or City Manager.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Senior Planning & Zoning Technician. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Understands specific City and county ordinances as they apply to the duties and responsibilities of the position. Is able to react professionally at all times, dealing with sensitive situations with tact and diplomacy. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities. Has the ability to apply proper English usage, grammar, vocabulary and spelling. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Is able to speak, read and write effectively in English.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize and /or analyze data and/or information. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships. Is able to read and interpret complex materials pertaining to the responsibilities of the job. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner.

Human Interaction: Requires the ability to provide guidance, assistance and/or interpretation to others on how to apply procedures and standards to specific situations. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation.

Equipment, Machinery, Tools and Materials Utilization: Requires the ability to use, operate and/or handle equipment such as a computer, copier, calculator, telephone, hand tools, testing devices, drafting tools, etc.

Verbal Aptitude: Requires the ability to use a variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Has the mathematical ability to handle required calculations. Requires the ability to perform moderately complex algebraic and geometric operations; ability to calculate surface areas, volumes, weights and measures.

Functional Reasoning: Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; some field data collection; some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, drafting, filing and/or the use of office equipment or supplies.

Sensory Requirements: Some tasks require visual and auditory perception and discrimination as well as oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions. Tasks may require extensive VDT exposure.

The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Interim Director of Community Development