

City of Dunedin, Florida
Class Description

JOB TITLE: Senior Planning & Zoning Technician
Planning & Development Department

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 Planning & Development.

SPECIFIC DUTIES AND RESPONSIBILITIES

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.

Prepares, logs and tracks concurrency management systems cases.

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

May review building permits for compliance with applicable zoning codes; logs and routes site plans to appropriate departments per pre-permitting review.

Prepares pre-applications for variance, special exception, annexation, rezoning, site plan approval, and land use plan amendment cases.

Assists preparation of sign code cases; attends hearings as required.

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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.

~~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.~~

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

~~State of Florida Certification as a Notary Public~~

PERFORMANCE INDICATORS

Knowledge of Job: Has knowledge of the methods, procedures and policies of the City of [Dunedin](#) as they pertain to the performance of essential duties of the Planning/Zoning Technician. ~~Has the ability to comprehend, interpret and apply~~

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~~regulations, procedures and related information.~~ Understands specific City and county ordinances as they apply to the duties and responsibilities of the position. ~~Has knowledge of planning and development and land use terminology. 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. Is able to offer assistance to fellow employees as necessary. Is able to read and interpret relatively complex materials pertaining to the responsibilities of the job.~~ Is skilled in applying a responsible attention to detail as necessary in preparing records, reports and correspondence. ~~Has knowledge of proper English usage, grammar, vocabulary and spelling. Has the mathematical ability to handle required calculations. Has knowledge of and skill in the use of modern office equipment, including computers. Is able to type accurately at a rate sufficient for the successful performance of assigned duties.~~ Knows how to perform duties in a courteous manner and with the utmost integrity in the best interest of the public. ~~Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation.~~ Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Has the ability to speak and understand the English language

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate, compute, summate and/or tabulate data and/or information. Includes the ability to perform subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to exchange information for the purpose of obtaining information or clarifying details. Performs such within ~~well established~~well-established policies, procedures and standards. Is able to offer assistance to fellow employees as necessary. 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, fax machine, telephone, engineer's scale, drafting instruments, etc. Has knowledge of and skill in the use of modern office equipment, including computers. Is able to type accurately at a rate sufficient for the successful performance of assigned duties.

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Verbal Aptitude: Requires the ability to use a variety of reference and descriptive data and information. [Has knowledge of planning and development and land use terminology. Has knowledge of proper English usage, grammar, vocabulary and spelling.](#)

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; calculate decimals and percentages; to perform routine algebraic and geometric operations.

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. [Has the ability to comprehend, interpret and apply regulations, procedures and related information. Is able to read and interpret relatively complex materials pertaining to the responsibilities of the job.](#)

Situational Reasoning: Requires the ability to exercise the judgment required in situations involving evaluation of information against measurable or verifiable criteria. [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.](#)

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: 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

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accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Planning & Development Director

Date