



## TOWN OF SURFSIDE

### TOWN PLANNER

**DEPARTMENT:** EXECUTIVE

**EXEMPT**

**GENERAL DESCRIPTION:**

Under the general supervision of the Town Manager, oversees the operations of the Planning and Zoning functions of the Town. Performs professional planning work in connection with the responsibility to enforce all the goals, objectives and policies of the Town of Surfside Comprehensive Plan and of the Land Development Regulations and other related codes.

**ESSENTIAL JOB FUNCTIONS:**

1. Manage Town-wide planning and urban design program consistent with the Town's Comprehensive Plan. Ensure high-quality customer service, professional standards and quality controls.
2. Make recommendation, as to the consistency with the Comprehensive Plan, about all applications presented for consideration to the Town.
3. Interpret and issue official interpretations of the Comprehensive Plan and Zoning Code.
4. Provide recommendations on all current planning projects/studies.
5. Prepare all staff reports for the Planning and Zoning Board, Town Commission, Design Review, Historic Preservation and related boards/committees.
6. Review occupational licenses and review all commercial, offices, apartments / condominiums, and single-family residential, and accompanying auxiliary structures and uses for compliance with the Comprehensive Plan and Land Development Regulations.
7. Perform cursory reviews of applications for the public prior to submittal for the Planning and Zoning Board.
8. Perform code updates as requested by the Planning and Zoning Board and/or Town Commission.
9. Implement policy and procedures to improve the department's efficiency.
10. Prepare amendments to the comprehensive plan and land use/development regulations as required by State Statutes and/or by the Town Commission.
11. Coordinate, current planning activities, including plan review of development projects.
12. Review and disseminate information pertaining to legislation adopted by Town Commission affecting the Town's land use regulations.
13. Perform planning studies including preparation of project outlines, selection of data sources, designing reports on capital improvements, zoning changes, historic preservation issues, and business district project planning.
14. Assist in creating maps, reports, statistical compilations and other materials necessary to the planning process.
15. Attend Staff meetings, Town Commission meetings, Development Review meetings, Planning and Zoning Board meetings and other related meetings as requested.
16. Act as liaison between the Town, South Florida Regional Planning Council and State Department of Economic Opportunity and such other local, state and federal agencies who may interact with Surfside for the various programs within the Planning Department.

17. Manage any consultants hired to implement or assist with any job function within this job description.
18. Meet with developers, architects, landowners, and the general public as needed.
19. Prepare departmental budget.
20. Perform other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

**MINIMUM QUALIFICATIONS:****KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of principles and practices of urban planning, development and an understanding of all fundamentals of economics, municipal finance, sociology and research procedures, as they pertain to the Planning, Preservation and Design of urban areas, zoning and community renewal activities.
- Knowledge of the Town charter and ordinances, codes and regulations pertaining to planning and zoning and urban renewal.
- Knowledge of the principles, practices and related Federal and State laws and regulations related to grant preparation and administration.
- Knowledge of Microsoft Office Suite, Geographic Information System (GIS) mapping application, and AutoCAD
- Knowledge of, and experience with sustainability programs.
- Ability to prepare, read and comprehend design documents and specifications.
- Ability to interpret planning and zoning programs to the general public.
- Ability to handle multiple projects simultaneously and use good judgement in prioritizing work assignments, including the ability to ensure accurate and efficient completion of assignments.
- Ability to communicate effectively, tactfully with elective officials, members of the public and staff
- Ability to establish and maintain effective working relationships with the general public, elected officials, staff and other agencies.
- Ability to plan, organize, supervise and carry out complex research projects effectively
- Ability to present the results of research effectively in oral, written and graphic form.

**EDUCATION AND EXPERIENCE:**

Bachelor's Degree in Architecture, Planning or related field with a minimum of 5 years' experience of professional planning and/or zoning experience in local public sector. AICP certification and experience with historic preservation, small town development and waterfront properties required. Disclosure of any paid work performed for any client in Miami-Dade and Broward County is also required.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

- American Institute of Certified Planner (AICP) required
- Valid Florida Driver's License

**ESSENTIAL PHYSICAL SKILLS:**

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate orally.
- Ability to lift, push, carry and pull objects and materials of light weight up to 30 pounds.
- Ability to sit at a desk and view a display screen for extended periods of time.
- Ability to effectively operate various office equipment items such as but not limited to a personal computer, calculator, copier and fax machine.

**ENVIRONMENTAL CONDITIONS:**

- Works inside in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

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Revision History: New 5/23/2022

**This job description does not constitute an employment agreement between the Town of Surfside and the employee. It is used as a guide for personnel actions and is subject to change by the Town as the needs of the Town and requirements of the job change.**

Approved:

Town Manager's Signature:  \_\_\_\_\_