

City of Lighthouse Point Job Announcement

Planning and Zoning Administrator – Building Department

JOB DESCRIPTION

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Provides assistance and information to architects, contractors, attorneys, City boards, and the public regarding all zoning code, sign code, landscape code, and related matters through the interpretation of the applicable code requirements. Full time position. Excellent benefits.

Conducts research regarding zoning code studies and inquiries; reviews building permit plans, site plans, plats and Board applications for compliance with the applicable zoning code; reviews business tax licenses and alcoholic beverage licenses for compliance with the applicable zoning code; processes applications and requests for site plans, plats, special exceptions, variances, temporary permits, deviations, conditional use, abandonment, rezoning and modification of development standards; reviews and processes applications, prepares complex reports, and makes recommendations to the Development Review Committee, Planning and Zoning Board, Marine Advisory Board, Community Appearance Board, and City Commission; Makes public presentations before Boards; serves as staff member for the Planning and Zoning Board and Community Appearance Board; Proposes code amendments and additions to zoning code; prepares and processes Comprehensive Plan Amendments and Water Facilities Supply Plan Amendments; coordinates building review processes with building official, building inspectors, and Building Department staff; greets customers and processes building permits as required.

MINIMUM JOB QUALIFICATIONS

Bachelor's degree in public administration, urban planning, landscape architecture or closely related field; supplemented by a minimum of 5 years previous experience and/or training that includes planning and zoning or land use inspection, or any equivalent combination of related education, training and experience which provides the required knowledge, skills, and abilities to perform the essential job functions.

Must possess and maintain a valid driver's license for the State of Florida.

ANNUAL WAGE - DOQ

TO APPLY

To apply, submit a letter of interest and resume to the City Clerk's Office at 2200 NE 38 Street, Lighthouse Point, Florida 33064. Contact Jennifer at 954-943-6500

CLOSING DATE – Position open until filled

The City of Lighthouse Point is a Smoke Free/Drug Free Workplace. The City does not hire individuals who now use or have used tobacco products within the last 12 months. Applicants offered employment will be required to satisfactorily complete a drug screen, a reference check, and may be subject to additional job-related testing and requirements. SFWP/DFWP/EOE/ADA