



CITY OF BROOKSVILLE JOB DESCRIPTION

POSITION TITLE: Planning and Zoning Coordinator
DEPARTMENT: Community Development
DIVISION:
SUPERVISED BY: Comm. Dev. Director or Senior City Planner

JOB SUMMARY/OVERVIEW OF THE POSITION:

The Planning and Zoning Coordinator is responsible for performing technical and administrative work in the review, evaluation, and enforcement of the City's land development regulations. The position provides professional guidance to property owners, developers, engineers, and the public on zoning, land use, and development issues. The Coordinator ensures compliance with applicable federal, state, and local regulations, assists in the processing of development applications, and supports planning initiatives and the City's strategic development goals. This position requires independent judgment, strong organizational skills, and the ability to handle sensitive or complex matters with discretion. This position is designated as essential personnel and will be required to work during emergency operations, including severe weather events and natural disasters. Employees must participate in emergency preparedness and response activities, and complete required NIMS (National Incident Management System) training as directed.

ESSENTIAL JOB FUNCTIONS:

- Provide guidance and counseling to property owners, developers, consultants, and realtors regarding zoning issues, including zoning designation, uses allowed, setbacks, and impact fees.
- Conduct research and prepare written responses for zoning verification requests, Flood Zone determinations, and other development inquiries.
- Review, evaluate, and coordinate development applications with internal departments and external agencies.
- Draft technical review comments and memos for development applications.
- Interface with property owners, developers, engineers, attorneys, and other stakeholders.
- Analyze variance requests, prepare staff reports and memoranda, and present findings to the Planning and Zoning Commission.
- Assist in the review and transmittal of preliminary and final subdivision plats.
- Access public records, including Clerk's Office and Property Appraiser's files, to research complaints and compile background information.
- Provide procedural guidance and instructions, both verbal and written, to stakeholders regarding the development process.
- Respond to public inquiries and complaints related to land development regulations.
- Support Code Enforcement Officers regarding Land Development Code compliance.
- Perform related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of municipal zoning, land use planning, and land development regulations.
- Familiarity with state and federal laws governing subdivisions, environmental review, and land development.
- Ability to read and interpret site plans, plats, surveys, and technical drawings.
- Ability to conduct research, analyze data, and prepare accurate, concise written reports and correspondence.

- Skill in public speaking and presenting information to boards, commissions, and community groups.
- Strong interpersonal and communication skills to effectively interact with developers, contractors, government agencies, and the public.
- Ability to manage multiple projects simultaneously and prioritize tasks to meet deadlines.
- Proficiency with computers, permitting software, and Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Ability to exercise discretion and handle sensitive information with professionalism.

MINIMUM REQUIREMENTS LISTED AS FOLLOWS:

PHYSICAL SKILLS: Use of both hands with majority of fingers in each hand. 20/40 vision (in at least one eye), and be able to hear and understand and verbally communicate in English at normal conversational levels in a typical governmental office (corrective devices acceptable). Occasional light lifting and/or carrying, bending, stooping, walking, standing and pulling. Must be able to easily carry (50) lbs.

EDUCATION, TRAINING AND EXPERIENCE:

- Bachelor’s degree in Urban Planning, Public Administration, Geography, or a related field from an accredited college or university.
- Two (2) years of experience in planning, zoning, or land development review; or an equivalent combination of education, training, and experience.

Licenses, Certifications, or Registrations:

- Valid Florida Driver’s License.
- Certification by the American Institute of Certified Planners (AICP) is preferred but not required.

***ADA STATEMENT:** A qualified employee or applicant with a disability may be afforded a reasonable accommodation to perform the essential job functions of a position in compliance with the Americans with Disabilities Act.*

***DRUG-FREE WORKPLACE:** City of Brooksville is a drug-free workplace in accordance with Federal and Florida law.*

***VETERANS' PREFERENCE:** Under Section 295.07, F.S., Chapter SSA-7, City of Brooksville provides to Veterans, that preference in appointment will be given to preference-eligible applicants.*

<u>HR INFORMATION</u>	REVISION DATE: 10/2025
FLSA STATUS: Non-Exempt	
PAY GRADE: SEE CURRENT PAY GRADE SCALE	