

SOUTH FLORIDA REGIONAL PLANNING COUNCIL

POSITION DESCRIPTION

REGIONAL PLANNER / ENVIRONMENTAL PLANNING & COMMUNITY RESILIENCE

Job Location: Hollywood, Florida (Remote work optional)

Position Type: Full-Time

Organization Type: Government

Application Deadline: June 11, 2021 or until position is filled.

Experience Level: 2 – 4 years

GENERAL DESCRIPTION

This is a mid-level position requiring advanced professional work in a wide range of planning activities with a focus on comprehensive planning, community engagement, resilience, mobility, economic development, modeling, and mapping. The preferred candidate will have experience in scenario-based planning and the use of sea level rise projections and tidal information to inform vulnerability analyses and adaptation strategies relevant to urban planning and infrastructure design. This position will also play a lead role in the development of state and federal funding proposals support resilience investments. The position requires excellent communication skills, both oral and writing, experience with PowerPoint, and strong presentation skills. Candidates should be highly motivated and creative, enjoy working as a team, and have superior organizational skills. Responsibilities include contract management, project tracking and reporting, participation in technical work groups, and collaboration with agency partners. The ideal candidate will have an interest in climate change, low impact development, green infrastructure, environmental issues, and water infrastructure issues.

ESSENTIAL DUTIES

Essential Duties are not intended to be an exhaustive list of all responsibilities, duties, and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned.

- Knowledge of planning principles and practices.
- Strong mapping and data analysis skills including experience with cleaning native datasets.
- Track record of program development and management.
- Provide technical assistance to local member governments in the Region.
- Represents the Council in public forums and agency meetings.
- Applies technical information and tools in the review of projects for resilience considerations and prepares formal comment.

- Pursues partnerships with local, state, and federal agencies, including technical support, project investments, and funding.
- Provides support in the organization of task force meetings, roundtable, summits, and workshops.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

- Minimum of two years of experience in planning or related field.
- Preferred experience in reviewing Comprehensive Plan amendments and local land use documents.
- Strong knowledge of GIS, environmental policy, and climate change adaptation.
- Bachelor's Degree in urban planning, geography, environment, architecture, or related field is required.
- Master's Degree in similar fields may be applied in lieu of minimum experience.
- Valid Florida driver's license and ability to occasionally travel out-of-town.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Excellent interpersonal, verbal, and written communication skills, including proper spelling and grammar.
- Proficiency in GIS mapping and data analysis using ESRI software.
- Proficiency in Microsoft Office, especially Outlook, Word, Excel, and PowerPoint.
- Ability to multi-task and be details oriented with a strong work ethic.
- Ability to manage projects, from budgetary process through deliverables and invoicing.
- Ability to work with and manage teams.

ESSENTIAL PHYSICAL SKILLS

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

Performs light work that involves walking or standing some of the time and involves exerting up to 20 pounds of force on a regular and recurring basis., or skill, adeptness, and speed in the use of fingers, hands, or limbs on repetitive operation of electronic office equipment within moderate tolerances or limits of accuracy.

ENVIRONMENTAL CONDITION REQUIREMENTS

Work inside the office or remotely in a sedentary posture as well as travel to meetings outside of normal office hours at various locations outside of the office. These meetings may occur outside of normal working hours and outside of the local area.

SALARY AND BENEFITS

The South Florida Regional Planning Council offers a competitive salary and full benefits package, including vacation, 12 paid holidays, medical, life insurance and participation in Social Security and the Florida Retirement System (FRS).

SALARY RANGE: \$ 57,000 to \$65,000 dependent on experience and skillset

DEADLINE TO APPLY: June 11, 2021 or until position is filled.

Please submit resume fully describing experience and qualifications to Kathe Lerch at sfadmin@sfrpc.com.

Contact:

Kathe Lerch

South Florida Regional Planning Council

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