



**February 2022**

**Job Location: Hollywood, Florida**

**Application Deadline: Until the position is filled.**

**Position Type: Full-Time**

## **REGIONAL PLANNER / MOBILITY, ENVIRONMENTAL, AND COMMUNITY RESILIENCE**

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### **GENERAL DESCRIPTION**

**This is a mid-level position requiring professional work in a wide range of planning activities with a focus on comprehensive planning, community engagement, resilience, modeling, and mapping.** The preferred candidate will have strong data analysis, mapping, research, and writing skills, as well as an interest in interdisciplinary regional policy and planning work. This position will also play a lead role in the development of state and federal funding proposals. The position requires strong GIS (Geographic Information Systems) skills. It also requires excellent communication skills, both oral and writing, 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 the ability to conduct research and analyze data working independently, and have education and experience with transportation/mobility, land use planning, vulnerability assessments, low impact development, green infrastructure, and water infrastructure issues. Preferred experience includes scenario-based planning to inform vulnerability analyses and adaptation strategies relevant to urban planning and infrastructure design.

### **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.

- Assists with the management of programs and projects, including coordination with partner agencies and constituent, including regional and county transportation planning organizations, federal departments addressing issues critical to defense, environment, and the economy, and public, non-profit, and private partners.
- Knowledge of planning principles and practices
- Strong mapping and data analysis skills
- 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

## **MINIMUM QUALIFICATIONS**

Bachelor's Degree from an accredited college or university with major course work in Urban Planning, Environmental / Resiliency Planning, or related field

Three (3) years of progressively responsible experience in urban planning, resiliency, community development planning, or a related field or Master's Degree in related field and some experience

Applicants must be motivated and willing to work directly with the staff of local governments and other key stakeholders, have strong verbal and communication skills, comfort in giving presentations to large groups, and the ability to work as part of a team

*Any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills, and abilities for this job, may be substituted for evaluation at the discretion of the Executive Director.*

- 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 (preferred)

## **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:**

- Use of both hands and fingers with dexterity
- Good near vision, good hearing
- Occasional walking and standing
- Ability to lift 25 pounds
- Must be capable of operating a vehicle for two or more hours

**LICENSE:**

- Must have a valid driver's license or be able to secure a valid Florida's driver's license at the time of employment

**SALARY AND BENEFITS:** The SFRPC offers a competitive salary and full benefits package including generous holiday, medical, dental, vision, life insurance, and retirement plan benefits. Salary subject to negotiation.

Please submit resume fully describing experience and qualifications to Kathe Lerch at [sfadmin@sfrpc.com](mailto:sfadmin@sfrpc.com)

**Contact:**

South Florida Regional Planning Council

1 Oakwood Boulevard, Suite 250

Hollywood, Florida 33020

[sfadmin@sfrpc.com](mailto:sfadmin@sfrpc.com); 954-924-3653