

REGIONAL PLANNER

SOUTH FLORIDA REGIONAL PLANNING COUNCIL

South Florida, the sixth-largest metropolitan area in the United States, is home to a vibrant and global community of cultures, businesses, and many complicated planning issues. From limited land use resources, climate change impacts, and environmental risks to a wide range of economic development possibilities, South Florida needs planners! As a Senior with the South Florida Regional Planning Council, you'll be at the forefront of critical urban and regional planning issues and solving complex challenges that will define South Florida's growth for years to come.

Job Location: Hollywood, Florida (Remote work at Council's discretion)

Position Type: Full-Time

Organization Type: Non-partisan, Government Agency

Application Deadline: Until the position is filled.

Minimum Experience Level: 1 year for a Master's Degree or 2 or more years for a Bachelor's Degree at the Principal Planner level in urban planning, architecture, environmental, or a similar field supplemented by two (2) or more years of planning experience. Strong knowledge in GIS and written and oral presentation skills. An equivalent combination of education, certification, training, and/or experience may be considered.

GENERAL DESCRIPTION

This is an entry-level position requiring advanced professional work in a wide range of planning activities, mostly focused on economic development. The preferred candidate will have significant experience in an urban planning specialization, such as economic development or urban data analysis. This position will also play a lead role in the development of state and federal funding proposals to support staff and consultant work.

The position requires excellent communication skills, both oral and written, 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.

ESSENTIAL DUTIES

- Lead the preparation and management of grant applications and funded projects.
- Demonstrate advanced knowledge and application of economic development principles and best practices.
- Conduct and oversee data analysis for planning projects, with a focus on economic development.
- Provide technical assistance to local governments and stakeholders throughout the South Florida region.
- Represent the SFRPC in public forums, agency meetings, and technical work groups.
- Pursue partnerships with local, state, and federal agencies to advance regional planning initiatives, including project investments and securing funding opportunities.
- Organize and support the execution of task force meetings, roundtables, summits, and workshops, driving community engagement.
- Oversee, mentor, and train junior staff to complete Council studies and projects.

- Advise the Deputy Director on personnel evaluations, promotions, and disciplinary actions.
- Manage contracts, track project progress, and ensure timely reporting and compliance with deliverables.

MINIMUM QUALIFICATIONS

- Strong knowledge of a substantial area of planning specialization, such as economic development or data analysis.
- Bachelor's Degree with more than 2 years of 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.
- Proficiency in Microsoft Office, especially Outlook, Word, Excel, and PowerPoint.
- Ability to initiate innovative project ideas, multitask, and be detail-oriented with a strong work ethic.
- Ability to manage projects, from budgetary processes through deliverables and invoicing.
- Ability to work with and manage teams.

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).

Senior Planner Range: \$60,000-\$76,000

APPLICATION GUIDELINES:

Submit a cover letter and resume fully describing experience and qualifications to Kathe Lerch at sfadmin@sfrpc.com.

Contact:

South Florida Regional Planning Council
One Oakwood Blvd, Suite 250
Hollywood, FL 33020

sfadmin@sfrpc.com (954)924-3653

<https://sfrpc.org/employment/>