



SENIOR PLANNER

SOUTH FLORIDA REGIONAL PLANNING COUNCIL

South Florida, the eighth-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: 2 years for a Master's Degree or 6 years for a Bachelor's at the Senior Level. 5 years for a Master's Degree, or 8 years for a Bachelor's at the Principal Planner level.

GENERAL DESCRIPTION

This is a senior-level position requiring advanced professional work with an emphasis on a multi-disciplinary range of planning research topics. The preferred candidate will be expected to manage existing contracts and work with the Deputy Director on delivering high quality studies for the Council's clients and member governments, as well as to identify new opportunities.

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.
- Conduct and oversee data analysis for planning projects, spanning transportation and land use, as well as other public policy questions facing South Florida.
- 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.
- 2 years for a Master's Degree or 6 years for a Bachelor's at the Senior level. 5 years for a Master's Degree.
- 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, multi-task, 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: \$68,000-\$101,400

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://sfregionalcouncil.org/employment/>