

Town Planner Recruitment

The beach could be 560 feet from your office - South Florida's beach village seeks dynamic person to lead the Town's planning process. As one of the only low rise beach communities in South Florida, the Town is committed to maintaining its quality of life as it plans for a future of economic growth, revitalization of its neighborhoods and improving its sense of place.

We are looking for the right person with experience in land development regulations, public spaces, smart growth initiatives, and urban redevelopment. A person capable of seeing the big picture while managing many issues. This position is the Town's only professional planner and planning support is provided through consultant contracts.

Details: Seven years of progressive experience and a Bachelor's Degree are required to be considered. The Salary Range is \$64,271 - \$96,407 with the preferred starting salary in the \$70's.

To Apply: Visit www.LBTS-fl.gov for the position description and learn more about the Town or request a copy from ATM@lbts-fl.gov.

Have questions? Call the Assistant Town Manager at 954-776-3611 ex 7103 or email ATM@lbts-fl.gov.

The position is open until filled, which we want to do very soon.

LAUDERDALE-BY-THE-SEA CLASSIFICATION DESCRIPTION

Town Planner

GENERAL DESCRIPTION OF THE CLASSIFICATION:

This is advanced professional work of more than average difficulty, which may involve supervision of subordinate professional, technical and clerical personnel.

An employee in this class performs complex and difficult planning assignments. The employee exercises reasonable initiative and independent judgment to accomplish assigned projects. The employee works under the direction of an assigned superior who reviews work in progress and upon completion in conferences with the employee, and by examination of work products.

EXAMPLES OF WORK PERFORMED:

Conducts and supervises research, investigations, and surveys required for the preparation and maintenance of the Town's planning programs and regulations.

Interprets and applies State Statutes, County ordinances, and Town codes, comprehensive plan, and policies related to planning and development regulation.

Reviews, provides professional guidance on and processes residential and commercial plans for compliance with Town regulations, policies, and vision. Suggests plan and design revisions where appropriate.

Prepares recommendations on development permit applications, Land Development Regulations (LDRs) and Comprehensive Plan amendments, and present those recommendations to the Planning and Zoning Board, citizens, and the Town Commission.

May plan and conduct community and urban planning programs designed to solicit input and reach consensus on future development or redevelopment.

May develop an evaluation and monitoring system, conduct evaluations and monitoring, and prepare reports on program progress in carrying out projects and activities.

May assist the Town with pursuing grants, including research, application and grant administration.

Assures that reviews, decisions and recommendations are efficient and responsive to the Town's planning vision.

Represents the Town at meetings and public hearings, and has contact with other public and private agencies at the county, local, state and federal levels, with elected officials; and the public at large.

May assist in the preparation and administration of budget and staffing plans.

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May act as staff liaison to Boards, other governmental agencies or organizations, private consultants, architects and contractors, and citizen advisory and neighborhood-based groups.

May evaluate the performance of subordinate personnel, interview candidates for employment and recommend the hiring, transfer, reassignment, promotion, demotion, discipline, commendation and termination of subordinate employees.

Plans and organizes assigned work programs, makes work assignments to lower level professional, technical and clerical personnel, and reviews work to ensure accuracy and timeliness.

Provides information and assistance to Town officials and management, other governmental agencies, and the general public.

Performs other duties assigned.

REQUIREMENTS:

1. Have successfully graduated from an accredited college or university with a Bachelor's Degree in urban planning, architecture, historic preservation, or public administration, or a closely related field.
2. Have at least seven (7) years of increasingly responsible professional experience in urban planning, historic preservation, urban design, community development or in an area which included broad range planning, program planning and policy development. Some supervisory experience or training is required. Additional qualifying experience may be substituted on a year-for-year basis for the educational requirement.
3. A Master's Degree in urban planning, architecture, historic preservation, public administration, or a closely related field may be substituted for one (1) year of the experience requirement.
4. American Institute of Certified Planners (AICP) certification or registration as an Architect is desirable.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of the principles, methods and practices of urban planning, development, and urban design, including but not limited to knowledge of architectural design elements, site plans, rezoning, vacations, plats, as well as other development applications, and management and administration of such principles, methods and practices.

Considerable knowledge of the professional techniques of preparing plans and programs for the future development, redevelopment and improvement of a community.

Considerable knowledge of the objectives and applications of zoning, community and economic development programs.

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Town Planner

Considerable skill in preparing proposals, plans and public presentations.

Considerable knowledge of Federal, State and local laws and policies applicable to planning, zoning, and land use control.

Thorough knowledge of research and program development.

Ability to present findings and recommendations concisely and effectively, in oral and written form.

Ability to supervise and evaluate the performance of professional, technical and clerical personnel.

Ability to analyze complex programs and present recommendations to staff, citizens, developers, and elected officials.

Ability to prepare and administer budgets, staffing plans, and other administrative support activities.

Ability to establish and maintain effective working relationships with fellow employees, other officials, representatives of other governmental agencies, developers and the general public.

PHYSICAL, SENSORY & ENVIRONMENTAL DEMANDS

The tasks described herein are primarily sedentary, with occasional walking, bending, light lifting, visiting development sites, or properties within the Town. Some tasks require sight, visual perception and discrimination. Some tasks require oral communications ability.

Tasks are regularly performed without exposure to adverse environmental conditions, with the exception of field surveying and assessment work that needs to be done after major storms or catastrophes.

SUPPLEMENTAL INFORMATION:

REVISED 5/13/2011 (formerly called "Planner")

FLSA: EXEMPT #3

EEO: 2K

PAY GRADE: 126

Application for Employment

Please Print



Your social security number is requested for the purpose of payroll eligibility verification, processing employment benefits, applicant & employee background checks, & income reporting, & will be used solely for these purposes

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Position(s) applied for _____ Date of application ____ / ____ / ____

Name _____ Last _____ First _____ Middle _____ Social Security # _____ - ____ - ____

Address _____ Street _____ City _____ State _____ Zip Code _____

Telephone # (____) _____ Mobile/Beeper/Other # (____) _____ E-mail Address _____

Referral Source (How did you hear about us?) _____

If you are under 18, and it is required, can you furnish a work permit?..... Yes No

If **no**, please explain _____

Have you ever been employed here before? If **yes**, give dates and positions _____ Yes No

Are you legally eligible for employment in this country?..... Yes No

Date available for work..... ____ / ____ / ____ What is your desired salary range?.....\$ _____

Type of employment desired Full-Time Part-Time Temporary Seasonal Educational Co-Op

Driver's license number if driving may be required in position for which you are applying _____ State _____

Answering "yes" to the following questions does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime?..... Yes No

If **yes**, please provide date(s) and details _____

Employment History

Starting with your most recent employer, provide the following information.

Employer _____ Telephone # _____	Dates employed: Month ____ / Year ____ to Month ____ / Year ____
Street address _____ City _____ State _____	Compensation (Starting): <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per
Starting job title/final job title _____	Commission/Bonus/Other Compensation \$ _____
Immediate supervisor and title (for most recent position held) _____	Compensation (Final): <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per
Why did you leave? _____	Commission/Bonus/Other Compensation \$ _____
Summarize the type of work performed and job responsibilities. _____	
What did you like most about your position? _____	
What were the things you liked least about the position? _____	

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Immediate supervisor and title (for most recent position held) _____	Compensation (Final): <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per
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Why did you leave? _____	Commission/Bonus/Other Compensation \$ _____
Summarize the type of work performed and job responsibilities. _____	
What did you like most about your position? _____	
What were the things you liked least about the position? _____	

Skills and Qualifications

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying.

Computer Skills (Check appropriate boxes. Include software titles and years of experience.)

- Word Processing _____ Years: _____ E-mail _____ Years: _____
 Spreadsheet _____ Years: _____ Internet _____ Years: _____
 Presentation _____ Years: _____ Other _____ Years: _____

Educational Background

Starting with your most recent school attended, provide the following information.

School Name (City/State)	Grades	Completion	Year	Notes
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		

References

List name and telephone number of three business/work references who are *not* related to you and are *not* previous supervisors. If not applicable, list three school or personal references who are *not* related to you.

Name	Address	City/State	Telephone
			()
			()
			()

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resumé or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____ Date ____/____/____

