

Looking for a Development Services job? Come to Lauderdale-By-The-Sea!



We are looking for an Assistant Director to join us in the Development Services Department in Lauderdale-By-The-Sea

Who we are: A small town (6,500 year-round residents) located on 1.5 square miles of a barrier island between Fort Lauderdale and Pompano Beach in Broward County.

Who you are: A motivated person, with a Bachelor's degree in Urban Planning, Public Administration or other related field with 6 years of experience in a governmental planning department or a Master's Degree in urban planning or closely related field and 3 years of experience in a senior-level position in a governmental planning department including exposure to all facets of development services including but not limited to planning and zoning, building and code compliance. You have excellent customer service; strong written and verbal communication skills; strong organizational skills; an understanding of code compliance, planning, zoning, and related concepts; proficiency in business English, spelling and arithmetic; and a desire to lead both independently and as part of a team.

What you will be doing: You will be performing complex professional and technical work related to a variety of planning assignments. You will manage complex planning studies, development applications and review consultant proposals. You will review and process complex code amendments, development applications and site plans. You will assist the Director in the efficient functioning of the Town's Development Services Department, collaborating with staff on plans review, research and presentations. Conducting field work and operating word and data processing equipment is a position requirement.

What we offer: 40 hours a week. Pay range \$72,000 to \$108,000 (pending commission approval). Full benefit package including paid vacation, paid sick-time, health, dental, and vision benefits.

Interested? Please see full job description at <https://www.lauderdalebythesea-fl.gov/257/Town-Employment> and submit your application. Resumes are welcomed but a completed application must be submitted to be considered for the position. The Town of Lauderdale- By-The- Sea is a drug free workplace.