

City of DeFuniak Springs

71 US Highway 90 West
Post Office Box 685
DeFuniak Springs, FL 32435



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JOB NOTICE PLANNING DIRECTOR – PLANNING DEPARTMENT

Post Date: November 13, 2020

Close Date: Open Until Filled

FLSA Status: Exempt
Pay Range: \$65,000-99,500

Job Summary:

Under the direction of the city manager, this position directs and coordinates the activities and functions of the planning department, including community/neighborhood development, comprehensive planning, and administration of land development regulations, development review, zoning, code enforcement, environmental planning, GIS, and compliance. Typical work schedule will be Monday through Friday from 8 a.m. till 5 p.m. Subject to be called in on a holiday or during an emergency situation.

Essential Job Functions:

- Acts as the city's primary professional advisor in matters of planning, zoning, and growth management.
- Coordinates review process of all development projects and reviews staff recommendations presented to various boards and commissions.
- Ensures the environmental cooperation of citizen groups, public interest groups, the city council and planning board.
- Directs code enforcement and environmental functions to ensure the protection and preservation of the city's natural resources.
- Serves as advisor and works with the planning board and other applicable officials, boards and agencies.
- Makes presentations to the city council as necessary and as required in matters related to Planning and Development.
- Leads professional planning staff in the development of comprehensive, functional and small area plans.
- Prepares reports of departmental activities and other reports based on research and study of departmental operations.
- Provides for the currency and consistency of the comprehensive plan and land development code.
- Approves all development proposals, issues certificates of zoning compliance. Administers the land development regulations.
- Develops efficient and effective work methods within the department.
- Develops and trains staff in policies and procedures related to the department.
- Participates in the selection and hiring of applicants within the department.
- Supervises personnel, authorizes leave, and evaluates the performance and professional development of department staff.
- Responsible for planning organizing and directing the daily office coordination, implementing work assignments, and scheduling of staff.
- Prepares schedules, assigns duties, and reviews work to assure compliance with established policy and procedure; and to ensure the department is appropriately staffed.
- Serves as customer service agent providing a high level of assistance for department.
- Must be highly self-directed and self-motivated.
- Adheres to work schedule and attendance requirements.
- Performs other duties as directed and required.
- Adheres to all safety rules and regulations
- Must create a positive public image as a representative of the city.

Position Qualifications:

Member of and certified by the American Institute of Certified Planners. A Bachelor's degree in regional planning or related field with significant experience in planning and community development with management/supervisory experience or any combination of training and experience which provides the required knowledge, skills and ability to perform the job. Requires a valid Florida driver license.

Applications may be obtained from the administration office, 71 US Hwy 90 West, DeFuniak Springs, Florida 32433, or on the city website. Applications will be received during regular office hours, Monday through Friday from 8:00 a.m. until 5:00 p.m.

The City of DeFuniak Springs is an Equal Opportunity/Affirmative Action/ADA Employer/Drug Free Workplace. The City provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military.