Position: DIVISION DIRECTOR V - PLANNING DIVISION DIRECTOR
Salary: $121,434 Annually, negotiable depending on qualifications
Department: Planning, Zoning, and Building (PZB)/Planning
Location: 2300 N. Jog Road, West Palm Beach, FL
Hours: 8:00 A.M. to 5:00 P.M., Monday – Friday; will be required to work during emergencies.
Other: THIS IS AN AT-WILL POSITION.

Highly responsible, high profile position directing and coordinating the functions of the Palm Beach County (PBC) Board of County Commissioners (BCC), Planning Division. Provides direction in the execution of programs and procedures for the Planning Division; monitors their effectiveness; directs and improves customer service response; and engages stakeholders to craft a clear and attainable vision for planning in Palm Beach County.

The Planning Director is responsible for the development and implementation of the County’s Comprehensive Plan. Must be well versed in comprehensive plan development and implementation, and be prepared to identify and respond appropriately to current challenges facing counties in comprehensive planning. Leads a staff of 35, including urban planners, planning technicians, the County’s Archaeologist/Historic Preservation Officer, and support staff. Responsible for managing revenues and expenses for a budget of over $4M while exercising operational and administrative control over the Division's functions.

This position is under the direction of the PZB Department Executive Director, and consults directly with the County Administrator, other County departments as well as elected officials. Works with special interest groups, industry leaders and the general public. Evaluates planning-related legislation and applicability to the comprehensive plan; reports events and projects to senior management and elected officials. This position requires excellent management skills, strong organizational aptitude, effective leadership abilities, strong written and oral communication skills, sound judgment, and a focus on customer service.

QUALIFICATIONS:
Bachelor's Degree in Urban Planning, Public Administration, or closely related field; minimum of six (6) years of professional experience in a large planning agency that includes three (3) years of responsible management or supervisory experience. Equivalencies: Juris Doctorate or Master's Degree in Urban Planning, Public Administration, or closely related field, and four (4) years of professional experience in a large planning agency that includes three (3) years of responsible management or supervisory experience; directly related professional experience may substitute for education on a year for year basis.

PREFERENCE FOR: Fifteen (15) years of professional experience in management/supervision, urban/regional planning, and housing, in a fast-growing community;
knowledge of Florida Statutes, local government and communities. Also desirable: American Institute of Certified Planners (AICP) certification.

**BENEFITS:** The PBC BCC provides an excellent executive benefits package, including a salary competitive for the South Florida marketplace, medical, dental and life insurance, as well as vacation, paid parental, and sick leave, tuition reimbursement and participation in the Florida Retirement System.

**Deadline for application:** 5:00 p.m. on 11/28/2023. Apply online at [https://secure.co.palm-beach.fl.us/onlinejobs/Job/JobOpening?Job=8235](https://secure.co.palm-beach.fl.us/onlinejobs/Job/JobOpening?Job=8235) (no email-resumes accepted). Employment applications/resumes are subject to Florida Public Records Law.

Visit [https://discover.pbcgov.org/pzb/](https://discover.pbcgov.org/pzb/) for information on the PZB Department.

All employees of Palm Beach County may be required to work before, during and/or after a natural or man-made disaster or hurricane. EO/AA M/F/D/Veterans Preference Employer; E-Verify Employer; Drug Free Work Place (DFWP)

*Forbes Magazine ranks Palm Beach County BCC 17th Best Employer in their list of Florida’s Best Employers 2023.*