

**CITY OF LAKE WORTH
EMPLOYMENT OPPORTUNITIES
COMMUNITY PLANNER**

The City of Lake Worth invites qualified individuals to apply for the position of Community Planner.

This position is Exempt with an hourly salary of \$23.36-26.92. This position will work at Utilities Building located at 1900 2nd Avenue North, Lake Worth, FL 33461.

In addition, this position offers:

- **Vacation and Sick Leave Accruals**
- **13 Paid Holidays**
- **City of Lake Worth Medical Benefits that include Life Insurance, Dental and Vision coverage**
- **Retirement Plan**

SUMMARY:

Under limited supervision, administers the City's zoning code, comprehensive plan, and related land development regulations; assumes primary responsibility for the development review process and the analysis of development petitions and plans; prepares staff reports, recommendations and presentations to advisory boards, the public, the City Commission, and neighborhood groups; provides guidance during the development and revision of the comprehensive plan, neighborhood, site and master plans and design guidelines ; may perform related duties and special projects as assigned.

ESSENTIAL FUNCTIONS:

(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Oversees the analysis of development related data and plans and the preparation of recommendations on variances and special use permit requests.
2. Provides staff's analysis and makes recommendations to the City's Planning and Zoning Board and City Commission on requests for major subdivisions of land, special land use, developments of significant impact, rezoning of land, and minor and major amendments to the planned developments and Level I site plan approvals.
3. Oversees the comprehensive planning development and revision process.
4. Prepares planning related reports, documents and agendas for the City of Lake Worth officials, Committees. Boards and other special agencies and organizations.
5. Ensures the efficient and timely processing of all development related applications.

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6. Responds to planning-related inquiries from the general public and other agencies and organizations.
7. Prepares amendments for code compliance, maps and graphic presentations for the department.
8. Participates and coordinates activities with other agencies related to the request for proposals and corresponding completed plans and bids.
9. Assists in preparing and administering annual planning grants applications and updates plans for compliance with federal, state, and other applicable regulations.
10. Monitors and provides assistance to the Planning and Zoning Board.
11. Reviews and makes recommendations for building permit applications and occupational licenses.
12. Provides input pertaining to landscape components in neighborhoods, site and master plans and design guidelines.
13. Performs fieldwork and research for both current planning and comprehensive planning.
14. May supervise junior planning and technical staff, if required.
15. Other duties as assigned related to the overall mission of the Department for Community Sustainability.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of comprehensive planning, zoning, sustainability and transportation planning principles.
- Knowledge of urban design.
- Knowledge of state planning laws and applicable Federal regulations.
- Skill in using personal computers, standard and customized software application, common and specialized office machinery and equipment.
- Skill in research and technical analysis of planning-related information.
- Ability to communicate effectively, graphically, orally and in writing.

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- Skill in supervising, evaluating, training and motivating employees.
- Ability to make sound assessments and recommendations based on research data.
- Ability to work in a team environment with multiple disciplines.
- Ability to make sound decisions and work independently.
- Ability to establish and maintain effective working relationships with those contacted during the course of the workday.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

Position involves detailed concentration for long periods of time in a modified office environment and may involve outdoor work sites. There may be occasional need for light lifting. The City of Lake Worth promotes a drug/alcohol free work environment through the use of mandatory pre-employment drug testing. This position may also require the use of City vehicles on City business. Individuals must be physically capable of operating the vehicles safely and have an acceptable driving record.

MINIMUM QUALIFICATIONS:

Bachelor's degree from an accredited college or university with a major in Urban or Regional Planning, Public Administration, Architecture, or a closely related field, and three (3) years of progressively responsible working experience in a planning environment or any equivalent combination of training and experience. Master's degree in planning or related field is preferred. Certification by the American Institute of Certified Planners (AICP Certification) is preferred. A valid Florida driver's license is required.

PROCEDURE FOR APPLYING:

Interested parties should forward a completed application packages to:

City of Lake Worth
Attn: Human Resources
7 N. Dixie Highway
Lake Worth, FL 33460

Or visit our website at: [City of Lake Worth, Florida](http://www.lakeworth.org)

Each application package should include the following:

- Resume of previous work experience and cover letter summarizing relevant experience
- City of Lake Worth Application
<https://www.lakeworth.org/files/files/hr/Employment%20Application.pdf>

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Applicants for positions with the City of Lake Worth should know and be aware of the following:

Please note incomplete applications will not be considered. Applications will be received until the position is filled. Submission of an application does not guarantee the applicant an interview.

Applicants for employment who become candidates for available employment positions should note employment is contingent upon satisfactory completion of all reference checks and pre-employment physical satisfaction. Upon request, information on the nature and scope of an inquiry will be provided under FS 119.

Furthermore, most of the job classifications within the City of Lake Worth workforce are covered by Collective Bargaining Agreements with the Public Employees Union (PEU), Professional Managers and Supervisors Association (PMSA), and International Brotherhood of Electrical Workers (IBEW). Consistent with Chapter 447 of the Florida Statutes, a bargaining unit employee has the right to join or not join the union. However, the Union is not obligated to represent a non-member.