

Come to Lauderdale-By-The-Sea!



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

About Us: A small, vibrant town with 6,056 year-round residents, located on 1.5 square miles of barrier island between Fort Lauderdale and Pompano Beach in Broward County.

About You: We're looking for a motivated, experienced individual to join our Development Services team. In this key role, you will help ensure the effective operation of our planning, zoning, and building services. The ideal candidate will have a strong background in urban planning, building code and zoning regulations, as well as leadership abilities, effective communication skills, and experience managing complex projects. **Minimum qualifications:** a bachelor's degree in urban planning, public administration or a related field. At least six (6) years of progressively responsible experience in development services including planning, zoning and building. An equivalent combination of education, training, certification and/or experience may also be considered. **Preferred qualifications:** A master's degree in urban planning, landscape design, architecture, engineering or a related field. Three (3) years of experience in a senior-level experience within a governmental planning department, with substantial exposure to building, planning and zoning.

Key Skills & Attributes: Strong customer service skills. Excellent written and verbal communication. High level organizational proficiency. In-depth understanding of code compliance, planning, zoning and related areas. Proficiency in business English, spelling, and arithmetic. A collaborative team player with a passion for leadership and problem-solving.

What You Will Be Doing: You will manage complex studies, review development applications, and evaluate consultant proposals. Your responsibilities also include comprehensive plan amendments, rezoning requests, annexations, site plans, and plats. You will assist the Director in overseeing the Development Services Department, collaborating on plan reviews, research, presentations, administrative tasks and fieldwork.

What We Offer: This full-time position requires 40 hours a week starting salary range \$90,640 to \$135,960. We offer a comprehensive benefit package, including vacation, paid sick-time, health, dental, and vision coverage, among other benefits.

Interested? To apply please submit your on-line application and resume. The job description is available at <https://www.lauderdalebythesea-fl.gov/257/Town-Employment>. The Town of Lauderdale-By-The-Sea is a drug-free workplace. For additional information, please email HumanResources@lbts-fl.gov.