

THE TOWN OF **Palm Beach, Florida**



SEEKING MOTIVATED AND VISIONARY

Director of Planning, Zoning and Building



PALM BEACH — AN OUTSTANDING OPPORTUNITY



THE COMMUNITY

When the first settlers arrived in what was to become Palm Beach, the entire area was known as "Lake Worth", named for Major General William Jenkins Worth who fought in the Second Seminole War. The first of the permanent pioneers arrived in 1872. According to early settler accounts, Palm Beach received its name from a shipwreck named the "Providencia." The ship washed ashore in January 1878 with a load of coconuts bound from Havana to Barcelona.

Word of the area's beauty spread northward and by the early 1890s the island community was well established with several hotels, businesses, and winter residents. The pioneer era ended in 1894 with the opening of Henry M. Flagler's Royal Poinciana Hotel and the arrival of the Florida East Coast Railroad in 1896. The Town of Palm Beach was incorporated on April 17, 1911. In 1929, the Garden Club of Palm Beach sponsored the preparation of a Town Plan.

After over 100 years of graceful evolution, Palm Beach today is a fully developed community, world-renowned for its beauty, quality of life and small-town character. It is home to "Captains of Industry" and the world-famous Worth Avenue. Approximately 9,000 citizens make Palm Beach their year-round home, and about 20,000 more have a seasonal home in Palm Beach where they enjoy the winter months. Together, these residents of Palm Beach donate more money per capita to charities than any other community in America.

For more information on the Town of Palm Beach: <https://www.townofpalmbeach.com/>

ABOUT THE GOVERNMENT

The Town is governed by an elected Mayor and a five-member Council and operates under the Council-Manager form of government, providing a full range of quality municipal services.

The traits expected from the leaders of Palm Beach are:

- Visionary and Progressive
- Integrity
- Strategic Thinking
- Approachable and Friendly
- Innovative
- Decisive
- Strong Communicator
- Collaborative



Palm Beach has an active historic preservation program, strict zoning standards, high levels of public safety and public works services, 3 miles of pristine public beaches, and a wide array of recreation programs, including award winning golf and tennis facilities.

ABOUT THE POSITION

The Town of Palm Beach is seeking a strong, innovative, engaging, visionary, and politically astute Planning, Zoning and Building Director to oversee the Town's planning, zoning, development reviews, building regulations and planning initiatives.

This position is responsible for the administration, direction, supervision and operation of the Planning, Zoning & Building Department, reporting directly to the Town Manager. The Planning, Zoning and Building Director responsibilities include, and are not limited to:

- Administration of the department's operations and supervision of direct reports
- Ability to engage employees through teamwork and motivation.
- Ensures all operations of the Department are in compliance with Town, State, and Federal policies, requirements, and regulations
- Makes decisions for disciplinary actions, hiring, and termination of assigned personnel, consulting with the Town Manager as needed.
- Overall department leadership in a manner that supports the Town's mission and values.
- Fosters a service-minded collaborative environment.
- Prepares annual budgetary estimates, monitors annual budget expenditures, and identifies opportunities to improve efficiencies and/or reduce expenses while maintaining expected service levels
- Attends all Town Council and Town Commission meetings as related to Planning, Zoning, and Building matters.
- Supervises review of plans and makes final decisions as to the conformance and specifications to the governing laws and the application of the planning, zoning and building laws to questionable cases.
- Oversees of the Town's comprehensive planning process.
- Maintains current knowledge and practices of the State Comprehensive Planning law.
- Engages in intergovernmental coordination activities for future developments that could impact the Town and its interests.

- Makes field inspections, as necessary.
- Confers with the Town Manager, Members of Town Council, Officials, and Department heads to discuss problems and make plans for future.
- Visible in the Town to include delivering talks on building, zoning, and planning regulations to civic and professional groups and serves on various related boards.
- Oversees the Town Occupational Licenses for zoning compliance.
- Notifies Team with respect to change, recommendations, and actions to be taken on administrative matters.
- Must be skilled in working with a demanding citizenry and building consensus around important community development issues.
- Experience with Flood Zone and Landmark preservation.

ABOUT THE CANDIDATE

The Planning, Zoning and Building Director, a member of the Town's executive management team, shall be a seasoned professional with operational management experience.

The Director will have the following Knowledge, Skills, and Abilities:

- Ability to communicate effectively both orally and in writing.
- Ability to deal effectively and courteously.
- Ability to make sound decisions.
- Ability to prepare detailed reports, conforming to rules of punctuation, grammar, and style.
- Skill in report preparation and development/delivery of effective presentations
- Skill in effectively supervising others
- Skills in budgetary and organizational management
- Skills in project development, application, and management
- Skill in conflict resolution management
- Ability to organize and analyze information and formulate recommendations

MINIMUM QUALIFICATIONS:

- A Bachelor's Degree in planning, architecture, building construction, engineering, or public administration and at least ten (10) years of increasingly responsible administrative experience involving planning zoning and building inspection, design, or construction required. Master's degree preferred.

- Five years of supervisory experience required.
- Direct department budgetary experience required.
- Knowledge of building construction and regulation beneficial.
- American Institute of Certified Planners (AICP) Code Administrator certification preferred

RESIDENCY

The Planning, Zoning and Building Director is not required to live in the Town.

COMPENSATION AND BENEFITS

The Town of Palm Beach offers a competitive salary range of \$103,381 - \$166,307. Starting salary will be based on experience and qualifications.

In addition, the Town provides an excellent and generous benefit package to the successful candidate. As a member of the Executive Management Team, the benefits for this position include medical and dental insurance for the candidate and their immediate dependents, life insurance, car allowance, cell phone stipend and enhanced annual vacation leave.

Additional benefits offered include:

- Optional vision, flexible spending, and supplemental life insurance plans.
- Generous Sick Leave.
- Administrative days off, personal time and holidays.
- Hybrid retirement benefit which includes both defined benefit and defined compensation plans. Retirement Health Savings Plan (RHSP)
- Optional Defined Compensation and Roth IRA Savings Plans
- Pay for performance annual salary increases
- Performance Bonus Compensation

For additional information on Benefits, visit:

Retirement:

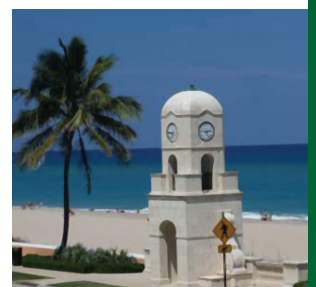
<https://www.townofpalmbeach.com/DocumentCenter/View/95/Retirement-Program-Employee-Brochure>

Health & Insurance Benefits:

<https://www.townofpalmbeach.com/DocumentCenter/View/11730/Employee-Benefits-Guide?bidId=>

Additional Benefit Information:

<https://www.townofpalmbeach.com/DocumentCenter/View/707/Web-Benefits-Brochure-with-Retirement-for-General-Employees?bidId=>





HOW TO APPLY

**For additional information on this outstanding opportunity, please contact:
Dona Higginbotham, Senior Vice President,
Mercer Group Florida**

**A letter of interest and resume should be sent to:
DHHiggin@att.net**

**Closing Date:
Open Until Filled – Review of Candidates ongoing
Resumes are subject to the provisions of Florida Public Records Statutes**

The Town of Palm Beach is an Equal Opportunity Employer. Palm Beach does not discriminate on the basis of race/ethnicity, color, religion, creed, sex, age, marital status, national origin, veterans status, pregnancy, sexual orientation, political affiliation, or disability in employment or in the provision of services.

