

Jefferson County, Florida
Planning Department
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Planning Official

Jefferson County, Florida is known as Florida's Keystone County. It is the only County that spans from Georgia at the northern border to the Gulf of Mexico at the southern border. Jefferson County is a rural community with the City of Monticello at its center as the County seat and the County's only incorporated city. Jefferson County is rich in history and rural charm and has a stable population of 14,500 residents.

Jefferson County's Board of County Commissioners is seeking a well qualified Planning Director as part of their staff. This position oversees the review of development applications and permits; prepares updates to the County's Land Development Code and Comprehensive Plan; presents professional reports to County Manager, Planning Commission and Board of Commissioners; and provides exemplary customer service in a team-oriented environment. Position reports directly to the County Manager.

Jefferson County is in the process of updating the Comprehensive Plan and will soon be updating the Land Development Code. Experience with these processes is a must.

MINIMUM QUALIFICATIONS:

- Masters degree in Urban and Regional Planning or related field with a minimum of four years of professional planning experience to include supervisory experience; or
- Bachelors degree with a focus on Urban and Regional Planning from an accredited college or related field with a minimum of 8 years of professional planning experience
- While not a requirement, American Institute of Certified Planners (AICP) certification is preferred.

RESPONSIBILITIES TO INCLUDE BUT NOT LIMITED TO:

- Plans, evaluates, and directs departmental policies, programs and operations.
- Supervises and evaluates department staff.
- Make presentations to County and Planning Commissions, groups and professional organizations.
- Ability to communicate clearly and concisely, verbally and in writing, to groups and individuals;
- Ability to review plans and make determinations based on local and State regulation with a wholistic approach.
- Ability to develop a department yearly financial budget to be presented to the County Manager.
- Ability to use fluently Microsoft Office 365 programs
- Other duties or responsibilities as designated by the County Manager with relation to Planning