

Town of Lake Park



JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Position: Part-Time Planner
Department: Community Development
Pay Grade: 100
Pay Range: \$29.22-\$46.76
FLSA Status: Exempt

JOB SUMMARY

This position is responsible for professional, technical, and administrative work in carrying out the Town's short and long-term development planning and implementation of functions while ensuring a high degree of customer service. This position assists with the functions of the Planning and Zoning Division of the Community Development Department operations and activities, including development review, process management, zoning, and comprehensive planning. Position is considered a critical staff member in the event of a natural disaster.

ESSENTIAL JOB FUNCTIONS

- Handles Business Tax Receipt applications and all associated zoning reviews and inspections.
- Performs Permit Reviews that have zoning/land use implications.
- Assists customers with zoning and planning/development.
- Interprets Town Codes related to zoning/land use.
- Researches, analyzes, and summarizes data on zoning/land use and other community development related issues to support the Community Development Director.
- Reviews complex and non-complex applications related to special exception/conditions uses, developments plans, rezoning, land use changes and other departmental applications.
- Uses independent judgement and discretion and incorporates legal and ethical applications in all functions.
- Writes reports and associated documents, as needed, for the various application types and provides detailed presentation to groups, Boards and the Town Commission as needed.
- Participates in emergency management related efforts on an as-needed basis.
- Provides historic preservation related information and processes related applications.
- Provides floodplain management related information to customers.
- Completes clerical work for applications, research, and participates in all customer service functions.
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

- A Bachelor's Degree in Urban Planning, Landscape Architecture, Environment Studies or related field; and
- Two (2) years of related experience.
- Or an equivalent combination of education and experience.
- Students and recent graduates in Planning, or closely related field are encouraged to apply even if the minimum requirements have not been met (for those applicants, a lower starting salary may apply).

Special Qualifications:

- Must have a valid Florida Driver's License.

Knowledge, Skills and Abilities:

- Knowledge of general building construction, materials, and methods and practices.
- Knowledge of data collection and analysis.
- Skill in customer service and interpersonal communication.
- Skill in clear and concise communication, both verbally and in writing.
- Skill in the use of computers and software programs related to the essential functions of the job.
- Ability to receive and deliver/present messages and information to the appropriate individuals or groups.
- Ability to prepare accurate and thorough written records and reports.
- Ability to understand and apply town codes, ordinances, regulations, and the comprehensive plan pertaining to zoning, land use, and site development.
- Ability to understand federal, state, and local laws pertaining to historic preservation.
- Ability to establish and maintain effective working relationships with other personnel and the public.

PHYSICAL DEMANDS

The work is light work which requires exerting up to 30 pounds of force occasionally and/or exerting up to 20 pounds of force frequently, and/or up to 10 pounds of force to move objects frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Work is performed while standing, sitting and/or walking. Requires the ability to communicate effectively using speech, vision, and hearing. Requires the use of hands for simple grasping and fine manipulations. Requires bending, squatting, crawling, climbing, reaching.

WORK ENVIRONMENT

Work is primarily performed both indoors and outdoors with frequent exposure to adverse environmental conditions (i.e. dirt, cold, rain, fumes). This position works in a safe and secure work environment that may periodically have unpredicted requirements or demands.

The Town provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender/sex, age, national origin, disability,

veteran status, sexual orientation, gender identity or expression, pregnancy, marital status, military status, genetic information or any other legally protected status. This philosophy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, termination, recall, transfer, leave of absence, compensation and training.

How to Apply:

This position is open until filled. First review of applications will take place on May 1, 2026.

Please submit employment application to the Human Resources Department at:
humanresources@lakeparkflorida.gov

Applications can be downloaded from the Town's website at www.lakeparkflorida.gov.

Lake Park Town Hall

535 Park Avenue
Lake Park, Florida 33403

Important: All applicants are subject to a criminal background check.

For more information, contact (561) 881-3300.