



INDIAN RIVER COUNTY, FL

Neighborhood Planning Manager – Special Projects Division

Salary Range: \$91,516 - \$146,426

Indian River County, located on the beautiful east coast of Florida, known as the Treasure Coast, is seeking a Neighborhood Planning Manager.

GENERAL DESCRIPTION:

This fully trained professional position in the Planning and Development Services Department's Special Projects Division is essential in driving the sustainable and strategic urban development of Indian River County. As the Neighborhood Planning Manager, you will lead high-profile urban planning projects addressing complex challenges and enhancing the County's growth and resiliency. This leadership role requires a dynamic, innovative professional with substantial experience in urban planning, project management, data analysis, and community engagement. The ideal candidate possesses a proven track record of delivering complex projects that exceed expectations from inception to completion while fostering collaboration and ensuring regulatory compliance. With a focus on neighborhood and corridor studies, the Neighborhood Planning Manager will conduct rigorous data analysis to inform planning decisions and exemplify professionalism and dedication to public service.

ESSENTIAL JOB DUTIES:

- **Project Leadership:** Lead and manage complex urban planning projects from conception through completion, ensuring on-time delivery, adherence to scope, and budget compliance. Projects will include high-priority initiatives like neighborhood and corridor studies requiring keen attention to detail and comprehensive data analysis.
- **Strategic Planning:** Develop innovative project plans, timelines, and budgets to address urban planning needs and opportunities, adjusting strategies as necessary to ensure project success.
- **Sustainability and Resiliency:** Incorporate sustainability and resiliency principles into planning projects to support long-term environmental, social, and economic benefits for the County.
- **Stakeholder Collaboration:** Partner with government agencies, community organizations, developers, and other stakeholders to maintain effective communication and build consensus throughout project lifecycles.
- **Community Engagement:** Conduct public meetings, workshops, and presentations to gather input, build community support, and align project goals with public interests.
- **Research, Data Analysis, and Reporting:** Conduct in-depth research and robust data analysis on urban planning issues, trends, and best practices. Prepare comprehensive reports, studies, and presentations that support planning initiatives and inform decision-making with actionable insights.
- **Documentation and Compliance:** Ensure all projects comply with local, state, and federal regulations, preparing and submitting necessary documentation for approvals and permits. Stay up-to-date with urban planning regulations and laws.
- **Supervision and Mentorship:** Supervise and mentor a team of urban planners, project coordinators, and interns. Foster a collaborative, inclusive team environment, providing guidance and support for professional growth.

MINIMUM QUALIFICATIONS:

Education/Experience:

- **Education:**
Master's degree in Urban Planning or a closely related field from an accredited university.
- **Experience:**
At least seven (7) years of professional urban planning experience, with a proven ability to manage complex, multi-stakeholder projects.
Two (2) years of supervisory experience is preferred.

Licenses, Certifications, or Registrations:

- AICP preferred.
- Valid Florida driver's license.

Knowledge, Abilities, and Skills:

- **Urban Planning Expertise:** In-depth understanding of urban planning principles, methods, and best practices, emphasizing sustainability and resiliency.
- **Data Collection and Analysis:** Advanced skills in collecting, interpreting, and analyzing planning data to develop detailed reports and studies that support data-driven recommendations.
- **Interdisciplinary Insight:** Knowledge of economics, municipal finance, and sociology relevant to public planning.
- **Project Management:** Proven ability to manage multiple large-scale projects simultaneously, ensuring timely, within-budget delivery.
- **Communication Skills:** Excellent written and verbal communication skills, capable of presenting complex ideas clearly to various audiences, including public officials and community members.
- **Technical Skills:** Proficiency in urban planning software such as GIS, data analysis tools, Adobe Creative Suite, and advanced Microsoft Office. Experience with photo equipment and precise typing/keyboard skills.
- **Leadership and Supervision:** Demonstrated capacity to lead, organize, and mentor staff, actively contributing to complex planning studies and data-driven projects.
- **Regulatory Knowledge:** Familiarity with interpreting and ensuring compliance with local, state, and federal regulations impacting County and regional planning.
- **Relationship Building:** Strong interpersonal skills, capable of establishing and maintaining effective working relationships with stakeholders, division heads, government agencies, and the public.

ENVIRONMENTAL CONDITIONS:

Work is performed primarily inside an office environment, with occasional site visits.

SUPPLEMENTAL INFORMATION:

This job description is not meant to be an exhaustive list of all the responsibilities, skills, or working conditions that come with the position. Although it aims to accurately depict the position's activities and requirements, the management reserves the right to alter, include, or exclude duties and assign additional duties as necessary, which are appropriate for the position

To Apply: Go to: [Indian River County - Neighborhood Planning Manager](#)

If you have any questions, please contact the Indian River County Human Resources Department, Attn: Shelley Nowlin, 1800 27th Street, Building B, Vero Beach, FL 32960, (772) 226-1449, or at snowlin@indianriver.gov.