



**Westgate Belvedere Homes Community Redevelopment Agency (Westgate CRA)  
Palm Beach County**

**EMPLOYMENT OPPORTUNITY**

**Position:** Senior Planner  
**Salary Range:** \$75,000 - \$90,000 annually (DOQ)  
**Hours:** Full Time – 8:00 am to 5:00 pm, Monday thru Friday  
**Location:** 1280 N. Congress Avenue, Suite #215  
West Palm Beach, Florida 33409

**\*Please submit resumes by e-mail to [dpennell@pbc.gov](mailto:dpennell@pbc.gov)**

The Westgate CRA is seeking to employ a professional, experienced, and motivated senior planner to perform planning and project management tasks that promote the redevelopment and revitalization of the CRA district. The position requires analytical thinking and problem-solving, team-oriented participation, and excellent interpersonal and written/verbal communication skills. Attendance at monthly evening CRA Board meetings and participation in occasional evening and weekend events or community meetings is required.

The Westgate CRA ([www.westgatecra.org](http://www.westgatecra.org)) is a dependent special district, created in 1989 by the Palm Beach County Board of County Commissioners pursuant to F.S. Chapter 163, Part III, mandated to promote and facilitate the revitalization and redevelopment of the Westgate area. The CRA's mission is to eliminate blight and increase the tax base through community engagement, advancing economic opportunity, housing availability, and improvements to infrastructure.

**General Duties & Responsibilities:**

- Review, make recommendations, and monitor implementation of private development projects
- Analyze programming, site configuration, building design, proforma and/or preliminary cost estimates and offer alternatives for use, site plan layout, and design that complements redevelopment
- Independently review land development applications for rezonings, conditional use approvals, variances, plats, site plans, architectural elevations, and related plans or documents for compliance
- Write staff reports, provide development review and recommendation to CRA Board and County staff for consistency with the CRA's Community Redevelopment Plan and WCRAO zoning overlay
- Participate in development review and pre-development meetings to provide information and guidance applicable to the CRA's goals, objectives, and initiatives
- Coordinate and collaborate with County staff and other agencies to advocate for private development projects and facilitate entitlements
- Attend public hearings and make presentations to various Boards or Commissions
- Assist in drafting and presenting ULDC and Comprehensive Plan amendments
- Research and prepare complex studies and reports to support redevelopment activities
- Assist in coordination of and participation in community outreach meetings

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561-640-8181  
[westgatecra.org](http://westgatecra.org)

- Work with CRA continuing services consultants on special projects undertaken by the CRA
- Assist in CRA place making, promotions, and community-serving activities and projects
- Review private projects for compliance with the CRA's Site Development Assistance Grant Program
- Field work as necessary related to development projects
- Other duties as assigned by the Deputy Director or Executive Director

#### **Knowledge, Skills & Abilities**

- Knowledge of the development functions of municipal, state and county government
- Substantial knowledge of urban planning, zoning, physical development, and economic development principles and practices applied to community development
- Ability to monitor industry trends and legislation affecting planning, housing, transportation, economic development, growth management, land development, and Florida special districts
- Familiarity with best practices in redevelopment planning
- Ability to perform complex research functions, analyze, and formulate reports and studies
- Ability to review, understand, and render recommendations regarding ordinances, land development, zoning codes, special requests, and applications, or related information
- Knowledge of best practices in site planning review, landscape design, and site engineering
- Ability to manage multiple projects with varying schedules concurrently
- Knowledge of modern office practices, with emphasis on computer literacy, word processing, spreadsheet applications, and electronic file management
- A strong collaborative and customer service orientation in work and communication with coworkers, management, County staff, elected officials, developers, industry, and district businesses, residents, and the general public
- Valid Florida driver's license without restrictions that may affect the ability to perform job duties

#### **Minimum Required Education & Experience:**

- Bachelor's degree from an accredited university in Urban and Regional Planning, Architecture, Landscape Architecture, Environmental Studies, Public Administration, or related field, supplemented by a minimum 3 years of professional experience as a planner in a municipal planning role
- Knowledge of Palm Beach County Unified Land Development Code (ULDC)

#### **Preferred**

- Master's degree in field of study or related
- American Institute of Certified Planners certification (AICP)
- Other professional licenses or certifications: Florida Redevelopment Association Redevelopment Administrator (FRA-RA), American Institute of Architects (AIA), American Society of Landscape Architects (ASLA), IEDC Certified Economic Developer (CECD)

**The Westgate CRA is an equal opportunity employer.**