

City of Palm Coast Landscape Architect Opportunity

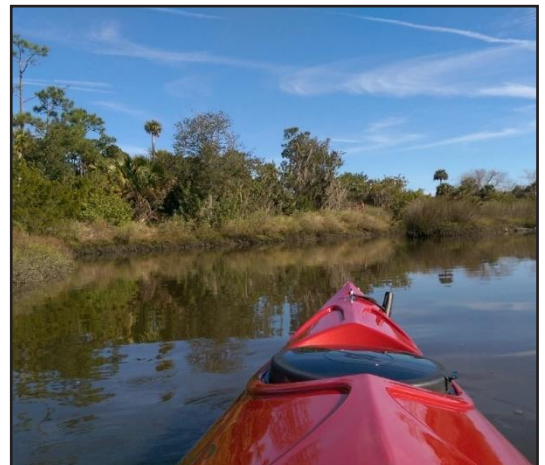


Hello:

My name is Ray Tyner. I am the Deputy Chief Development Officer for the City of Palm Coast. We are currently looking to fill our Landscape Architect position! This position has been and will continue to be very important for the City and its citizens. Landscaping and beautification continues to be a focus from our City Council. Unlike other cities and counties, the City of Palm Coast is unique in that our City Council invests in providing the position of Landscape Architect. Hope you will consider the City of Palm Coast for your future employment. It's a great place to work and live!

Sincerely,

Ray



The City: One of Florida's newest cities (incorporated 1999), Palm Coast is a Florida paradise – situated on 70 miles of saltwater and freshwater canals and the Intracoastal Waterway and just minutes from pristine Atlantic Ocean beaches. Vibrant lifestyle and the natural environment go hand-in-hand here. The City offers a dozen beautiful parks, 125+ miles of connecting trails and paths for walking/ bicycling, abundant fishing and boating, a year- round Running Series, and world-class tennis and golf. Lined with historic oaks, towering pines and indigenous vegetation, Palm Coast's parks and trails showcase the splendid elegance of the native Florida landscape. The City currently has an estimated population of 89,437.

The Department: The Community Development Department has a wide variety of functions that serve both our citizens and business customers. The work groups of the Department include: Building, Code Enforcement, Site Development and Planning. This Department administers building codes, the City's Code of Ordinances, the City's Comprehensive Plan, and the City's Land Development Code to ensure development complies with applicable codes. This Department is forward thinking when using technology to more efficiently deliver services with most processes offered electronically and/or automated. This Department also helps the City formulate its vision and plans for the future and ensure the built environment supports those vision and plans.

The Position: The City of Palm Coast is seeking an experienced, innovative Landscape Architect/Project Manager who can think strategically and thrive in a collaborative, problem-solving environment. The Landscape Architect/Project Manager will be passionate about building for the future of Palm Coast and fostering a "Business Friendly" environment while maintaining code compliance. As part of the Community Development Department, this position also will serve as Project Manager for development applications, plan reviews and site inspections.

Key Duties and Responsibilities:

- Landscape and Irrigation Plan reviews for Development/Construction projects, review of building architectural requirements, field reviews and site inspections, design work for City Capital projects.
- Project Management for development applications to help facilitate, problem solve and work with our talented Technical Review Team.
- Develops and implements a customer-focused culture providing emphasis on creating user-friendly processes and providing support to other City initiatives.
- Communicate with the public, developers, contractors, architects, City Council, Department Heads and State and County Public Officials for the dissemination of information, the resolution of technical problems, and to facilitate development activities.
- Maintain current knowledge of trends and regulatory developments; manage and facilitate development applications.

Opportunities and Challenges

Providing great customer service while maintaining the highest level of landscape/building architectural professional review services for development submittals and inspections are of utmost importance to our City Council and the development community at large. The selected candidate will need to balance between customer service and professional review services.

This position will be expected to thrive in a team environment, not only working with a technical team of City professionals, but also working with the development community to help facilitate the development process. Efforts need to be improved in working with the development community in a collaborative problem solving approach. The Landscape Architect/Project Manager will need to communicate and coordinate with applicants, contractors and other stakeholders to ensure that the City's efforts related to site development activities are aligned with City Council and departmental goals.

This department is driven to serve our customers and citizens in a customer friendly and engaging environment combined with innovative technology. Customers and citizens are currently enjoying innovative technology such as: electronic submittal of development applications, electronic simultaneous reviews, online fee payments, inspections through tablets that result in real time, automatic notifications to applicants, etc. This position can help us achieve and develop additional innovative technology opportunities.

In addition to innovative technology, it is imperative that the City continuously pursue opportunities for improvements of the development process and work with applicable Stakeholders to resolve day-to-day challenges. As an active member of the Home Builders Association and the Flagler County Association of Responsible Development, the Landscape Architect/Project Manager will and is expected to work with these professionals in a collaborative manner to seek improvements to the Site Development permit process. This position will have a great opportunity to work with our Stakeholders to modify the existing Landscape and Architectural Standards of the Land Development Code starting this fall.

Minimum Qualifications

- Florida Registered Landscape Architecture License (or the ability to attain within one year of date of hiring).
- Bachelor's Degree or Master's Degree in Landscape Architecture.
- Must possess and maintain a valid Florida Driver's License.
- Familiar and experience with Architectural Guidelines.



The Ideal Candidate

The City is seeking a Landscape Architect/Project Manager who will help take the City's Site Development work group to the next level and fulfill the City Council and departmental goals. The Individual will be outgoing, personable and have excellent communication skills. He/she should be a strategic thinker who embraces helping our customers and be a highly adaptive professional able to avoid becoming stuck in traditional ruts while safeguarding the public trust.

The ideal candidate will flourish working across department lines, political boundaries and with diverse and varied stakeholders to create successful outcomes. He/she will have strong technical abilities to review irrigation, landscape, building architectural and construction plans while having a strong focus on creating and sustaining positive engagement and problem solving with our business customers. He/she will be able to inspire and motivate others. The ideal candidate will be a proactive listener, foster a culture of business and customer friendliness to deliver the highest quality product possible.

Compensation and Benefits

The full salary range is \$60,735 – \$93,198. The starting salary will depend on qualifications and experience. Benefits are excellent. The City offers a retirement plan where the City contributes 10% of the salary towards a 401(a) plan. In addition, the City offers an additional match of 2% with employee contribution towards a 457 plan.

For more information, about the City's benefits, such as health/dental insurance, vacation and sick leave, and other insurance plans, please contact Human Resources at human_resources@palmcoastgov.com or (386) 986-3718.



How to Apply

Apply online through the City's website at <http://www.palmcoastgov.com/employment/openings>. Questions should be directed to Human Resources at human_resources@palmcoastgov.com or (386) 986-3718.

Confidentiality

Under the Florida Public Records Act, all applicants are subject to disclosure upon receipt. References are checked after the interview and selection process is completed.

The Process

Applications will be accepted until the position is filled. The City intends to conduct a comprehensive recruitment and selection process to ensure that not only a qualified candidate is selected, but also one who will complement the City's organizational culture.