



**CITY PLANNING
DIVISION MANAGER
ORLANDO, FLORIDA**

MGT

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A wide-angle photograph of the Orlando skyline across a body of water. In the foreground, a large, colorful, rainbow-striped dome structure sits on a small island. The skyline features several prominent buildings, including a tall, cylindrical glass skyscraper. The water reflects the buildings and the sky. The sky is clear blue, and some tree branches hang down from the top edge of the frame.

WELCOME TO ORLANDO, THE CITY BEAUTIFUL

Orlando is a vibrant mosaic of sunshine, creativity, and boundless energy. Nestled in the heart of Florida, it's far more than just the gateway to world-famous theme parks like Walt Disney World and Universal Studios. It is a city that hums with innovation, diversity, and a deep sense of community pride.

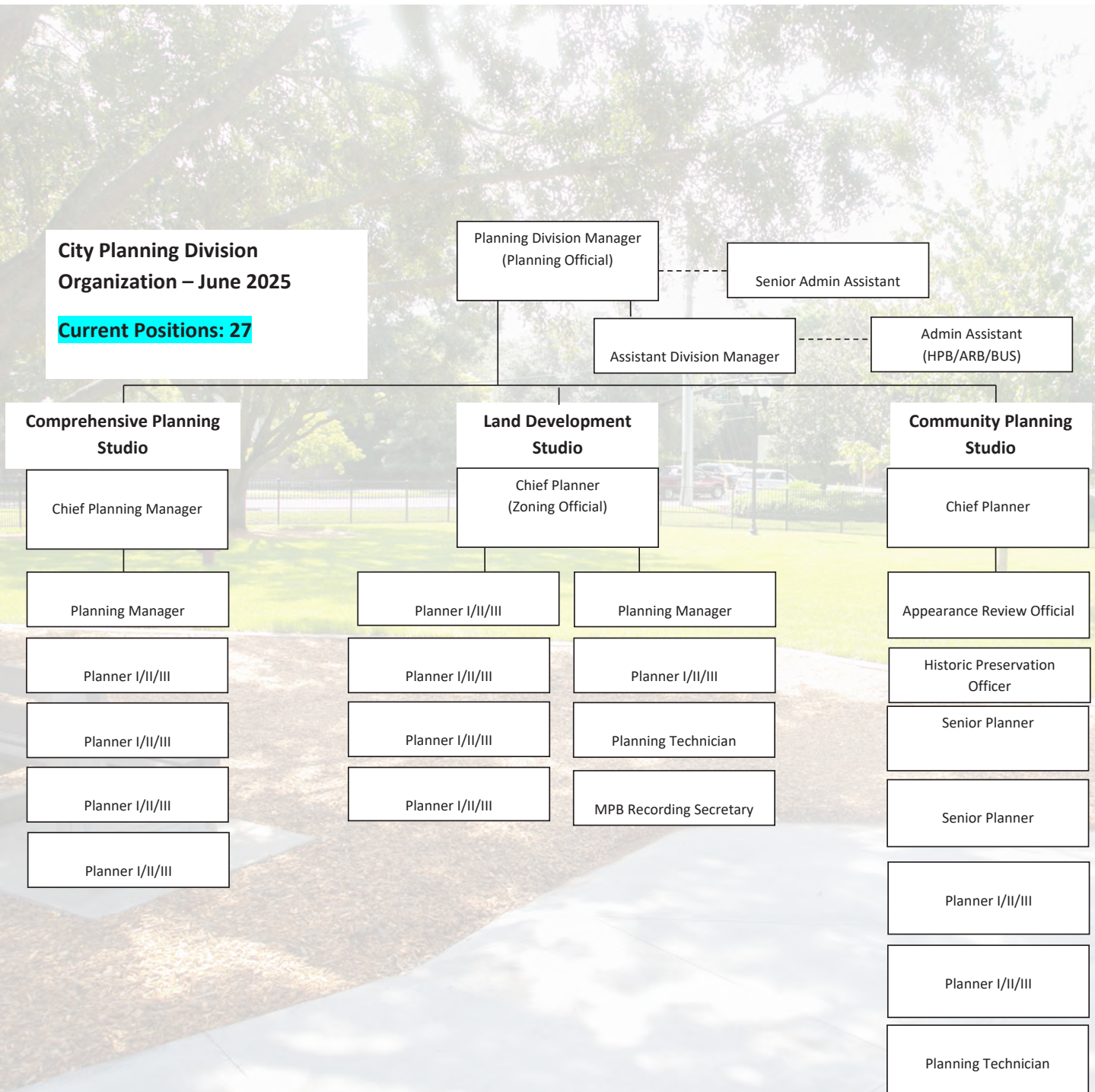
Thanks to visionary urban planning and dynamic economic development initiatives led by the City Planning Division and the Downtown Development Board, Orlando continues to evolve as a thriving hub for business, culture, and sustainability. From its booming tech corridors and revitalized neighborhoods to its commitment to smart growth and livability, Orlando offers a lifestyle that blends excitement with opportunity. Whether you're chasing dreams, building a career, or simply soaking up the sun, Orlando invites you to live boldly and joyfully in a place that feels like magic every day.

THE DIVISION

The Economic Development Department is comprised of five customer-service oriented divisions, including Permitting Services, Code Enforcement, City Planning, Business Development and the Downtown Development Board/Community Redevelopment Agency.

These divisions work as a unified team to facilitate development, aid business owners and companies looking to locate in Orlando, issue residential and commercial permits, collect business tax receipts and enforce city codes.

In short, Orlando sees itself not just as a growing city, but as a model for smart, inclusive, and tech-savvy urban development. It's blending traditional planning with cutting-edge innovation to shape a future-ready cityscape.





THE POSITION

This leadership role calls for a forward-thinking professional to guide a dynamic team of planning experts, ensuring the successful execution of the city's [newly updated Comprehensive Plan](#), Land Development Code and strategic initiatives. The position plays a pivotal role in shaping a sustainable, inclusive, and vibrant future for the community.

The role oversees an operating budget of \$3.2 million and a team of 26 employees, including 5 direct reports. Direct reports include the following positions: Chief Planner (3), Assistant Division Manager and Administrative Assistant.

DUTIES AND RESPONSIBILITIES

- **Supervision and Management:** Oversee and supervise the Planning Division, Comprehensive Planning, Land Development and Community Planning Studios.
- **Project Management:** Manage complex planning projects, including research, analysis, and execution, ensuring they are completed within prescribed timeframes.
- **Regulatory Oversight:** Ensure consistent application of land development regulations, zoning ordinances, and the Comprehensive Plan.
- **Policy Development:** Recommend, establish, or revise ordinances, rules, regulations, and capital improvement schedules related to planning and city activities.
- **Interdepartmental Coordination:** Collaborate closely with managers and colleagues in various City departments, including Public Works, Transportation and Housing.
- **Stakeholder Engagement:** Communicate effectively with the public, city staff, elected officials, the media, outside professionals, and community stakeholders on planning and development issues.
- **Reporting and Presentations:** Prepare reports and presentations for City Council, boards, committees, and other groups, clearly and concisely communicating planning information and recommendations.
- **Long-Range Planning:** Contribute to long-range plans, code amendments, and community engagement activities focused on future growth and development.
- **Customer Service:** Provide professional and extensive customer service, assisting applicants, owners, and the public through planning and application processes.

REQUIRED QUALIFICATIONS

- Master's degree in urban and Regional Planning, Engineering, Architecture, Economics, Public Administration, or a related field is preferred.
- Ten or more years of professional planning experience, with at least six years in a supervisory capacity, are preferred.
- American Institute of Certified Planners (AICP), American Institute of Architects (AIA) or American Society of Landscape Architects (ASLA) certification(s) is required.
- Strong leadership, communication (oral and written), analytical, problem-solving, and interpersonal skills are essential.
- Valid Florida Driver's License *or* a valid license from another state for transfer within 30 days of employment.

DESIRED SKILLS AND ABILITIES

- Demonstrated expertise in reviewing development applications and interpreting planning regulations.
- Upholds integrity and transparency in all aspects of decision-making.
- Maintains composure and effectiveness under public scrutiny, political pressure, and while managing competing priorities.
- Applies innovative and strategic thinking to address complex urban challenges such as housing affordability and mobility.
- Comprehensive knowledge of applicable federal, state, and local laws, codes, and regulations, including Florida's Growth Management Laws.
- Exceptional presentation and public speaking skills, with the ability to communicate complex information clearly to diverse audiences.

STRATEGIC PRIORITIES

- Serve as a strategic intermediary between diverse stakeholders, navigating political sensitivities and fostering collaboration across departments and all levels of government.
- Manage evolving state mandates that directly impact local development, requiring a nuanced understanding of statutory processes and regulatory frameworks. New hires must rapidly develop insight into these dynamics to ensure informed decision-making and alignment.
- Absorb and interpret a vast array of policies and land development codes, relying on staff expertise while quickly building subject matter fluency.
- Address external pressures such as the housing crisis and post-COVID shifts in downtown activity, despite limited direct control over these factors.
- Adapt to changing urban dynamics, including reduced office occupancy and foot traffic, while identifying innovative approaches to revitalization.
- Coordinate across multiple city divisions and departments involved in economic development and planning to support a cohesive and sustainable community vision.
- Evaluate and streamline existing processes, identifying opportunities to improve efficiency and reduce duplication of efforts.
- Establish clear communication channels to ensure all stakeholders remain informed and aligned on the status and progress of new initiatives.
- Balance diverse priorities and workflows, requiring strong organizational awareness and strategic problem-solving.





WHERE YOU CAN MAKE A DIFFERENCE

- With a strong reputation as a top-tier employer, the city offers a supportive environment, meaningful work, and a healthy work/life balance—making it an ideal destination for professionals seeking stability, purpose, and community impact.
- Play a key role in crafting Orlando's evolving skyline and legacy - Make a lasting impact by contributing to projects that shape the safety, success, and character of Orlando's built environment.
- Lead from a high-visibility position within a well-structured organization, with direct access to decision-makers and influence over key initiatives.
- Facilitate cross-functional collaboration with division managers to streamline development reviews, align priorities, and accelerate project delivery through process improvement.
- Shape policy and development outcomes by contributing insights and leadership at the table when strategic decisions are made.
- Support local entrepreneurship by working closely with small business owners, helping them bring their visions to life through thoughtful planning and development guidance that offers a more personal and community-driven experience than working with large corporations.
- Diverse and dynamic land use portfolio including a vibrant downtown core, historic neighborhoods, a major airport, and rapidly growing edge areas offering continuous exposure to new and exciting development projects.
- A stable financial foundation and a straightforward budgeting process well-positions the City to support strategic initiatives without the burden of deficits.
- Welcoming and entrepreneurial community culture, where proactive engagement and initiative are met with support and connection.
- Bridge multiple perspectives by serving as a skilled negotiator and connector between stakeholders, fostering collaboration in a politically complex environment.
- Shape the city's future development by navigating state mandates and statutory processes, offering strategic input that aligns local priorities with broader regulations.
- Leverage institutional knowledge by working closely with experienced staff to quickly gain fluency in policies, land development codes, and operational frameworks.
- Drive innovative solutions to address housing challenges and post-COVID shifts in downtown activity, positioning the town for long-term resilience and revitalization.
- Reimagine urban engagement by exploring new strategies to attract office users and increase daily foot traffic, contributing to a vibrant and adaptive downtown core.
- Leverage strong technological infrastructure to enhance service delivery and operational efficiency, staying ahead of common challenges faced by other local governments still struggling with basic systems.
- Excellent internal team—fully staffed with experienced professionals, ensuring continuity and support. The outgoing leader has been in the division for over 20 years of service reflecting a stable and positive work environment and ready to move on to a new challenge.



Application Instruction and Deadline Date – Qualified candidates should submit résumé, cover letter, and contact information for four or more supervisory and/or professional references online at by Monday, October 13, 2025. Applications will be reviewed as they are received and the job posting may close once a suitable candidate is identified. Early applications are encouraged.

Confidential questions regarding recruitment may be directed to: Joan Walko, MGT Senior Consultant, (410) 499-9586

The salary range is up to \$188,600 and the hiring rate will be set depending on qualifications. Salaries above the midpoint range require CAO approval.

Florida Sunshine Laws – Please be aware that all aspects of this recruitment are open to public records requests throughout the process.





Benefits and Wellness Offerings – The City offers a generous and competitive benefits package – with world-class benefits designed to meet the needs of employees and eligible dependents and add value to their lives. Most benefits are effective on the 31st day of continuous employment. Dental and vision coverage is effective on the 1st day of the month following your 30th day of continuous employment.

The menu includes a comprehensive list of options, including

- Highly competitive health and welfare benefits including medical, dental, vision, spending accounts, life, and disability insurance.
 - Wellness Program (Free health screenings, wellness consultations and exercise classes, workout, weight training and locker room facilities at no cost, wellness incentives, etc.)
- Retirement and Savings Plan 401A (7% City contribution plus up to 3% match)
- For a great work / life balance, the city offers a generous time off program that includes:
 - Personal leave based on seniority (136 to 216 hours) with an additional 64 hours of management leave
 - 10 paid holidays (plus 24 hours of floating holidays)
- Educational Assistance Program – Up to \$1,800 per fiscal year.
- Auto Allowance - This position will have access to a fleet city vehicle.

For more information about plan highlights, costs, and effective dates, please visit the [City of Orlando Benefits Summary](#).

The City of Orlando provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex (including pregnancy and gender identity), national origin, age, disability, sexual orientation or genetic information.

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