

District Director, Urban Planner

Salary range \$99,340. – \$179,177.

Please use the following link to apply and submit required documents for this position: <https://apply.dadeschools.net/job-invite/9895/>

MINIMUM QUALIFICATION REQUIREMENTS

1. Bachelor's degree in Urban Planning, Public Policy, Public Administration, Business Administration, Real Estate, Construction Management or related field. Master's degree preferred.
2. Five (5) years experience in analyzing demographic data and identifying trends in affordable housing.
3. American Institute of Certified Planners (AICP) certification preferred.
4. Valid Florida drivers' license.
5. Knowledge of Metropolitan Miami-Dade County and Municipal Zoning Codes and State of Florida Growth Management Laws.
6. Familiarity with federal and local government programs and processes.
7. Proficient working knowledge of current versions of computer application programs: word processing application programs, spreadsheet application programs, and data management application programs.
8. Demonstrated ability to communicate effectively in oral and written form.

OCCUPATIONAL SUMMARY

Planning and designing comprehensive plans for land use and development projects aligned with the district's mission. Demonstrating a strong understanding of urban planning principles, land use regulations, community engagement, and valuing of real estate assets of a large entity, using excellent analytical, problem-solving, and communication skills.

EXAMPLE OF DUTIES

1. Plans and designs land use and development projects.
2. Conducts feasibility studies and ensures projects align with district goals and community needs.
3. Analyzes demographic, economic, and environmental data to inform planning decisions.
4. Coordinates with local government agencies on zoning, concurrency, and land use issues.
5. Ensures compliance with environmental regulations.
6. Develops and implements sustainability practices for all projects.
7. Conducts environmental impact assessments and mitigation planning.
8. Advises on green building practices and renewable energy integration.
9. Collaborates with the Sustainability Officer, government officials, community organizations, and other stakeholders such as landowners and citizens to achieve project goals.
10. Accounts for traffic growth and manage solutions for common transportation needs.
11. Oversees project development and help in providing affordable housing.

12. Assists in planning and reviving low socio-economic areas within the District.
13. Performs other duties related to the general administrative responsibilities of the position.

PHYSICAL REQUIREMENTS

This work requires the following physical activities: climbing, bending, stooping, kneeling, twisting, reaching, sitting, standing, walking, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. The work is performed primarily indoors and outdoors and requires frequent in-county travel.

The APPLICATION DEADLINE is Tuesday, October 20th, 2026

Please attach:

- UPDATED RESUME and
- TWO PROFESSIONAL LETTERS OF RECOMMENDATION signed or electronic signature and dated within the last 12 months (one year) of the application. References must be from a person who can assess your ability as an administrator or your work ethic and character. Letters of recommendation must include the name, signature (cursive or digitally authenticated) AND contact information for the person completing the reference.

Questions should be addressed to Kadesha Dean, Executive Director, at 305.995.1931, email: kndean@dadeschools.net or Lourdes Rodriguez, Recruiter at rodriguezl@dadeschools.net or contact us at: <https://opportunities.dadeschools.net/#!/fullWidth/11106>