

# Helena Atalla Parola

4539 Lynda Sue Lane North, Jacksonville, Florida 32217, (904) 874-2681

---

## OBJECTIVE

Continue moving the City of Jacksonville forward by applying my over two decades of City Planning experience within the Planning and Development Department to an upper management position.

## EDUCATION

### University of Florida

*Bachelor of Arts in Philosophy, August 1995*

*Masters of Arts in Urban and Regional Planning, December 1997*

*Computer Proficiencies: Microsoft Office Suite, GIS*

## WORK EXPERIENCE

### City Planner Supervisor

City of Jacksonville, Planning and Development Department  
2016 to Present

Direct report to the Chief of Community Planning Division, responsibilities include management of the Comprehensive Plan and land use processes including multiple City Planners within the Planning and Development Department; coordination of Comprehensive Plan Amendments including, tracking assigning reviewing, analyzing and writing recommendation reports for Comprehensive Plan Text Amendments, Small Scale and Large Scale Land Use Amendments, Community Development Districts, and Changes to DRIs; annual update of the Capital Improvement Element; liaison between the Department and City Council; presenting and defending Planning and Development Department staff reports to City Council and committees thereof.

Core functions include interaction with City Departments, State and regional agencies, Planning Commission, the Land Use and Zoning Committee, and the City Council.

### Planner III/Senior Planner

City of Jacksonville, Planning and Development Department  
2007 to 2016

Direct report to the Chief of Community Planning Division, responsibilities include: implementation of the Planning and Development Department's DRI process, including reviewing, analyzing, and writing recommendation reports for DRIs and Changes to DRIs; annual update of the City's Capital Improvement Element (CIE); coordination of Comprehensive Plan Amendments including tracking, assigning, reviewing, analyzing and writing recommendation reports for Comprehensive Plan Text Amendments, Small-scale Comprehensive Plan Map Amendments, and Large-scale Comprehensive Plan Map Amendments; presenting and defending Planning and Development Department staff reports to City Council and committees thereof.

Core functions include interaction with City Departments, State and regional agencies, Planning Commission, the Land Use and Zoning Committee, and the City Council.

### Senior Planner (Historic Preservation)

City of Jacksonville, Planning and Development Department  
2002-2007

Responsible for historic preservation planning, acting as staff to the Jacksonville Historic Preservation Commission, and all aspects and duties associated with the Historic Preservation Section. As Senior Planner, responsible for the management and supervision of Planners, Assistant Planners and support staff.

### Planner (Historic Preservation)

City of Jacksonville, Planning and Development Department  
1998 to 2002

References Available Upon Request

Responsible for historic preservation planning, acting as staff to the Jacksonville Historic Preservation Commission, and all aspects and duties associated with the Historic Preservation Section.

**Assistant Planner (Historic Preservation)**

City of Jacksonville, Planning and Development Department  
1998

Responsible for historic preservation planning, acting as staff to the Jacksonville Historic Preservation Commission, and all aspects and duties associated with the Historic Preservation Section.