

CAPE CORAL, FLORIDA

COMMUNITY DEVELOPMENT DIRECTOR

Home to 154,300 residents, Cape Coral comprises 122 square miles and is located on the Gulf Coast of Southwest Florida. Located near Fort Myers and within sight of the glimmering Gulf of Mexico, Cape Coral is a community with all the beauty that you expect from Southwest Florida. With more than 400 miles of canals; boating, fishing and water sports are a significant enhancement to the quality of life. And don't forget the golf courses, tennis courts, athletic parks, nature preserves, museums, music, plays, and travel.

Including the Director, the Department of Community Development (DCD) has 79 employees. The department is comprised of three divisions; Building, Planning and Code Compliance and has a budget of \$6,970,000 for fiscal year 2013.

The Community Development Director reports to and is under general supervision of the City Manager. The Director provides direct supervision to the three divisions of the DCD. Duties and responsibilities of the Director include:

- Develops and implements strategic goals and objectives of the DCD.
- Prepares agenda items, supporting documents, and represents the City at various civic and governmental meetings.
- Evaluates assigned personnel for efficiency and effectiveness.
- Plans and implements practices, rules, and procedures to improve organizational efficiency.
- Coordinates with Economic Development Director on projects of significance to ensure a smooth and timely navigation through application, review and issuance of building permits and Certificates of Use.
- Coordinates associated and interrelated databases and comprehensive plans with Public Works and Utilities Directors.
- Administers City code/zoning creation and compliance.
- Implements administrative decisions in accordance with state statutes and City ordinance interpretation.
- Prepares, submits, and implements annual departmental budget.
- Responsible for the emergency management response disaster-recovery team.

In evaluating applicants for this position the City Manager will be looking for candidates who have the following characteristics and competencies:

- Problem solver through strategy with a proven track record for implementing successful change and initiatives in internal programs and processes that achieve positive results.
- Planning background with a proven grasp of Economic Development.
- Validated institutional knowledge in streamlining the various development functions into a single point of management oversight.

- Will be technologically progressive.
- An up-beat, enthusiastic, and driven outlook about this position and the opportunity that is afforded the successful candidate.
- A demonstrated record of developing and maintaining effective working relationships with the general public, other public agencies, the media, elected and appointed City Officials.
- An established skill mobilizing City staff toward an outcome of driven results.
- A strong service attitude to the City of Cape Coral with a highly professional approach to problem solving.

Bachelor's degree from an accredited college or university in Planning, Engineering, Administration, or related field; supplemented by a minimum of ten (10) years' experience in the fields commonly involved in the functions of a Department of Community Development, including five (5) years in a supervisory capacity. A Master's degree in a related field preferred.

Should have completed National Incident Management System (NIMS) training in ICS-100, 200, 700 and 800, or the ability to do so.

Should have knowledge and understanding of Federal Emergency Management Agency (FEMA) disaster preparedness and disaster recovery policies and procedures. Experience in working with FEMA is desirable. Knowledge of relevant objectives, practices, policies, procedures, operating rules and regulations and laws applicable to the City of Cape Coral; knowledge and experience with Florida's Comprehensive Plan requirements are desirable; depending on qualifications and experience, the starting salary for the position is in the salary range of **\$81,307 - \$134,139**.

Employee benefits are competitive, generous and include Medical and Life Insurance, dental and vision plans, deferred compensation or defined benefit as retirement plan options, 457 and Roth IRA available, 13 paid holidays, generous sick and vacation leave, and more.

Qualified candidates are encouraged to send a letter of interest and resume electronic preferred) by the close of business on August 23, 2013 to:

**W. D. Higginbotham, Jr., Senior Vice President
The Mercer Group, Inc.
9123 Cherry Trace
Seminole, FL 33777
Email - WDHiggin@mercergroupinc.com**

Direct your questions to W. D. Higginbotham, Jr. at (727) 214-8673.

Resumes are subject to the provisions of Florida Public Records Statutes

The City of Cape Coral, is an Equal Opportunity Employer. The City of Cape Coral does not discriminate on the basis of race, color, religion, creed, sex, age, marital status, national origin, political ideas, or disability in employment or in the provision of services.

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