

THE CITY OF
ST. PETE BEACH, FLORIDA

*invites your interest in the
position of*

COMMUNITY DEVELOPMENT DIRECTOR

THE COMMUNITY

Home to about 10,032 residents, **St. Pete Beach** is a coastal city in Pinellas County, Florida, famous for its status as a tourist destination. Nearly 28 percent of the total residential homes and condominiums in St. Pete Beach are owned by people claiming primary residence elsewhere, reflecting a high volume of seasonal visitors.

St. Pete Beach was formed from the towns of Pass-A-Grille, Belle Vista, Don CeSar Place, St. Petersburg Beach and unincorporated Pinellas County. At the time of its incorporation in 1957, its name was St. Petersburg Beach. In 1994, the citizens voted to shorten the name to “St. Pete Beach” to lessen the confusion with the City of St. Petersburg, located on the mainland to the east.

St. Pete Beach's downtown is centered around Corey Avenue. This district contains many bars, restaurants and shopping popular with both tourists and locals. The Pass-a-Grille Historic District and the historic Don CeSar beach resort are located at the southern end of the beach.

Tourism is an integral part of St. Pete Beach's economy. The City is within 30 miles of both St. Petersburg-Clearwater International Airport and Tampa International Airport. A clean, safe public transportation system, the Suncoast Beach Trolley, allows for easy accessibility throughout the area.

In St. Pete Beach alone there are over 3,000 vacation accommodations available to visitors, including major hotel and resort condominiums, as well as motels and smaller, more intimate lodging facilities. People come from all over to stay at the City's world-class resorts and hotels. Sometimes they like it there so much, they never leave!

Whether you're a local resident, you wish to vacation there, or you are considering making St. Pete Beach your permanent home, you can visit the City's website for frequently updated community news and events, including information on city government, local businesses, housing, tourism, public parks and recreation, the community center, public pool, job openings, and more.

Residents are zoned to Pinellas County Schools which include Azalea Elementary School, Madeira Beach Middle School, and Boca Ciega High School.

THE COMMUNITY DEVELOPMENT DEPARTMENT

Including the Director, the Community Development Department has 6 employees. The department is comprised of two divisions and has a budget of \$705,317 for fiscal year 2014. The two divisions of the department are as follows:

- Planning Division – including the Director, there are 2 employees and responsibilities include current planning and development review, long-range planning, comprehensive zoning map amendments, the preparation of development/redevelopment proposals, environmental, Geographic Information System (GIS), administration of the Community Reinvestment Area, FEMA and special projects.
- Building Services Division – there are 4 employees and responsibilities include site inspection and coordination services, building plans review and inspections, business tax/contractor licensing, parking permits and oversees Code Enforcement Officer from Pinellas County Sheriff.

THE POSITION

The Director of Community Development reports to and is under general supervision of the City Manager. The Director provides direct supervision to the two divisions of the Community Development Department and performs complex professional and administrative work in directing the activities of the Community Development Department. Duties and responsibilities of the Director include:

- Works with staff to review developers' plans to ensure compliance with zoning and building codes, environmental regulations and economic development policies of the City; formulates observations based on the evaluation of the developers' plans and their compliance with applicable ordinances and regulations.
- Compiles all financial data necessary to provide an accurate annual operating and capital budget for the Department; controls and approves department expenditures.
- Ensures compliance with federal, state and municipal land use and zoning laws.
- Compiles, analyzes, and publishes data on economic, commercial, and community development.
- Develops and maintains the Comprehensive Plan.
- Coordinates local comprehensive planning effort with county, state, and regional planning officials.
- Works with department staff in preparing, promoting and implementing redevelopment plans and projects.
- Provides information and assistance concerning development regulations and procedures to developers, investors and businesses interested in development within the City; works to attract potential development by assisting potential investors interested in locating projects in the City.

- Provides guidance and assistance as requested to City Management and the Mayor and City Commission, in formulating planning, growth management, development control and economic development policies.
- Acts as advisor to various appointed boards.
- Evaluates the performance of division administrators and department administrative staff.

THE IDEAL CANDIDATE

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

- A proven grasp of Economic Development.
- Planning background with a demonstrated grasp Building Services.
- Demonstrated knowledge and experience in Historic Preservation.
- Understanding of Development and Community Redevelopment Agencies.
- Will be technologically progressive.
- An up-beat, enthusiastic, hands on and outgoing individual.
- 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 St. Pete Beach with a highly professional approach to problem solving.

KNOWLEDGE, SKILLS and ABILITIES

Thorough knowledge of laws and ordinances governing planning, development and zoning processes; thorough knowledge or development and planning practices and principles, economic and community development practices, growth management principles, strategic planning procedures and redevelopment principals; general knowledge of the principles and practices of building design and construction; general knowledge of land use and building construction codes; ability to write clear and concise reports, memoranda, directives and letters; ability to communicate effectively, both orally and in writing; skill in formulating, analyzing, and effectively communicating development plans to the public, private developers, City management and elected officials; ability to manage, direct and supervise professional and clerical staff; ability to establish and maintain effective working relationships with elected officials, department directors, contractors and developers, associates and the general public.

EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in urban planning or related field and extensive experience in professional planning.

Knowledge and experience with Florida's Comprehensive Plan requirements are desirable; Knowledge of the Community Rating System (CRS) is desirable; AICP certified and Masters in Urban Planning or related field preferred.

COMPENSATION AND BENEFITS

The salary range for the Director of Community Development is:

\$71,880 - \$108,725

Depending on qualifications and experience the intended starting salary for the position is expected to be "mid-range" annually.

Employee benefits are competitive, generous and include:

- Paid Medical and Life Insurance with Employer Supplemented Dependent Insurance.
- Paid Accidental Death & Dismemberment.
- Paid Dental Insurance.
- Paid Short Term Disability.
- Retirement Plan and Deferred Compensation Plan.
- Paid Holidays (12).
- Generous Paid Personal Time off.
- And More.

HOW TO APPLY

For additional information on this outstanding opportunity, please contact W. D. Higginbotham, Jr., Senior Vice President, The Mercer Group, Inc. at 727-214-8673, WDHiggin@mercergroupinc.com

The search and recruitment will remain open until filled and the first review will be January 16, 2015. A letter of interest and resume should be sent electronically to:

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

Resumes are subject to the provisions of Florida Public Records Statutes

The City of St. Pete Beach is an Equal Opportunity Employer. The City of St. Pete Beach 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.

 The Mercer Group, Inc.