



Job Title:	Community Development Director		
Department/Group:	Community Development	Supervisor:	City Manager
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
Level/Salary Range:	\$83,250 – \$124,880	Position Type:	Full Time
HR Contact:	Karen Paulson	Date Posted:	
External Posting URL:	www.madeirabeachfl.gov	Posting Expires:	
Applications Accepted By:			
FAX OR E-MAIL: (727) 399-1131 OR humanresources@madeirabeachfl.gov Subject Line: Community Development Director Attention: Recruiting or Human Resources Department		MAIL: City of Madeira Beach 300 Municipal Drive Madeira Beach, FL 33708	
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <p>The Community Development Department's overall mission is to maintain the unique beach community character while working toward a vision in the direction of improved land and water uses. The planning process is intended to improve the health, safety and welfare of the City.</p> <p>The Community Development Director is responsible for managing a wide range of services related to the physical and economic development of the City. The Community Development Director supervises the city's long range, current and strategic planning activities, zoning code compliance, affordable housing, capital improvements budgeting, facilities planning, environmental and floodplain management and economic development activities. This position supervises all planning and zoning code compliance staff and consultants and manages the budget and is responsible for personnel management and training of staff and consultants. This position includes responsibilities for coordination of multi-departmental planning and research activities along with grant writing and implementation.</p> <p>The Community Development Director is responsible for supervising the coordination and implementing the Comprehensive Plan, land development reviews, site plan reviews, and floodplain administration reviews citywide through supervision of the Planning and Zoning staff and consultants and through coordination with the Building Department as part of the building permit and inspection process. Work involves coordination of the multi-departmental development review process, planning, research, implementation, promotion, and initiation of various programs, regulations, operations, and processes relating to adopted comprehensive plan policy, related programs and initiatives of the city. Emphasis is placed on the harmonious neighborhood development and redevelopment, economic development opportunities and the careful management of natural resources. The work involves the review of potential development projects citywide, considerable public contact often of a sensitive nature, and requires the exercise of sound judgment, tact, and diplomacy.</p> <p>The Community Development Director participates in the planning efforts of Pinellas County and serves on or assigns representation on the Planners Advisory Committee to the Pinellas Planning Council, is a member of the Pinellas County Local Mitigation Strategy Workgroup, and serves on other countywide advisory committees as necessary. The Community Development Director is responsible for the coordination of the City's Community Rating System (CRS) efforts relating to the National Flood insurance Program.</p>			



The Community Development Director reports to the City Manager and serves as staff liaison to the Board of Commissioners, and supervises or performs as the staff liaison to the Planning Commission, Special Magistrate for variance, special exception, administrative appeal cases, supports code enforcement cases as needed, and any other advisory committees that may be created over time. The Community Development Director provides support as assigned to the city's lobbyist and represents the city in intergovernmental initiatives and programs at all levels of government and performs other work as assigned.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Graduation from an accredited four-year college or university with major course work in city planning, urban design, or a closely related field; A Master's Degree in planning, urban studies, public administration, or a closely related field with six (6) years of progressively responsible experience in the supervision and management of planning and economic development programs.

- American Institute of Certified Planners (AICP) certification is desirable.
- Certified Floodplain Manager (CFM) certification is desirable.

PREFERRED SKILLS

- Extensive knowledge of municipal and State of Florida codes and ordinances
- Thorough knowledge of the principles and practices of City planning.
- Thorough knowledge of modern principles and practices of municipal planning, land use, municipal zoning regulations, and floodplain administration.
- Ability to prepare, revise, interpret, and enforce codes, ordinances, and regulations.
- Ability to present technical information, planning, and zoning reports clearly and concisely both orally and in writing.
- Ability to establish and maintain effective working relationships with employees, government and City officials, community leaders and organizations, and the general public as necessitated by the work.

KNOWLEDGE / SKILLS / ABILITIES:

Ability to supervise, train, and evaluate effectively the work of subordinates.

Ability to establish and maintain effective working relationships with the public and other City employees and subordinates.

Ability to deal with the public effectively, courteously, and tactfully.

Ability to analyze administrative problems, to make sound recommendations for solutions and to prepare effective work procedures.

Ability to express oneself logically and concisely, orally, and in writing.

ADA COMPLIANCE:

The City of Madeira Beach, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, and will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

The statements noted above are intended to describe the general nature and level of work being performed and are not to be construed as a comprehensive list of responsibilities, duties and skills required. These statements are subject to change at the discretion of the employer.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date:	