



THE CITY OF CLEARWATER, FLORIDA,
HUMAN RESOURCES DEPARTMENT
INVITES YOUR INTEREST IN THE POSITION OF

ECONOMIC DEVELOPMENT & HOUSING DIRECTOR

OUR VISION:

A community that thrives from Bay to Beach.

OUR MISSION:

Clearwater is committed to quality,
sustainable, cost-effective municipal services
that foster and sustain a healthy residential
and economic environment.

Clearwater proudly celebrates the quality of
our experiences, spirit and opportunities.

Jennifer Poirrier, City Manager



COMMUNITY BACKGROUND

The city of Clearwater extends from the Gulf of Mexico on the west to the expansive Tampa Bay on the east. It is a semi-tropical community of great natural resources and beauty, diversity of housing, an abundance of recreational opportunities of all kinds, in a safe and accessible environment.

From relaxing on our world-acclaimed, white sandy beaches to boating, dolphin watching to fishing, cheering on the Philadelphia Phillies during spring training to attending theater and concert events at Ruth Eckerd Hall, the Bilheimer Capitol Theatre or The BayCare Sound at Coachman Park, Clearwater offers a lifestyle for everyone. No better location can be found which places more of an emphasis on integrating career, community and lifestyle than the city of Clearwater.

Clearwater's quality of life is reflective of the people who live in it. Our vital, growing city has an active population of more than 120,000 citizens who are accustomed to high-quality services and resources, and who are active partners with the city through numerous neighborhood and community programs.

THE ORGANIZATION

The Economic Development & Housing Department plays a vital role within the community. The department's mission is to improve and expand the economic base and the attraction of new real estate investments, and by implementing value-added strategies and programs that enhance the community's overall quality of life, while creating opportunities for affordable housing.

The department is seeking an experienced and energetic leader in the strategic planning, development, implementation, and overall direction of affordable housing, community and economic development for the position of director. This highly responsible senior management position will develop and implement plans and administer grant programs with the focus on the creation, preservation, marketing and financing of affordable housing units.

Working with the housing division staff, the director will be responsible for the development and implementation of comprehensive city economic development, community development, affordable housing, homeless abatement, and tourism marketing and public relations plans, programs and services.



THE POSITION

The Economic Development & Housing Director is responsible for leading the Economic Development & Housing Department and maintaining a management framework that supports the city's strategic direction in a sustainable manner.

The Economic Development & Housing Director will be responsible for:

- Manages, directs, and oversees personnel; develops staff through training and other educational development; monitors work, provides performance evaluations, ensures compliance with all codes and regulations; ensures compliance with city administrative policies and procedures; monitors department budget, approves purchases, and directs payroll activities.
- Directs, manages, and monitors the administration of federal, state, and local economic development programs including, but not limited to, brownfield, economic development, community development, small business, workforce training, and related programs. Directs, manages, and oversees the development and implementation of effective marketing and public relations plans, strategies, and materials including print and digital media; responds to media inquiries; actively pursues media placements.
- Directs the implementation of economic development programs and initiatives; develops, implements, and administers a wide range of related ordinances, resolutions, policies, procedures, and standards.
- Determines, establishes, and fosters working relationships with stakeholders involved in economic development, community development, affordable housing, homeless abatement, and tourism promotion programs including residents, businesses, community organizations, and public agencies.
- Administers, develops, and directs various economic development incentives to encourage private sector investment.
- Oversees business recruitment and retention; builds relationships and encourages potential business investment interests in the community to create jobs, diversify and expand the city's economy and tax base, and otherwise revitalize the city.
- Oversees business development activities to encourage and support new business formations.
- Prepares, drafts, and makes presentations to the City Council, local agencies, and organizations; conducts and participates in various outreach activities to advocate and represent city interests.
- Directs the management of state and federal resources derived through economic development initiatives and related reporting requirements to state and federal agencies.



EDUCATION AND EXPERIENCE

Master's Degree in Business or Public Administration, Urban Planning, or closely related field AND eight (8) years progressively responsible professional level experience within an area closely related to economic and community redevelopment; OR an equivalent combination of education, training, and experience may be considered. Economic Development Finance Professional, Certified Economic Development Professional, Advanced Economic Development Leadership Program, or similar training & certification is preferred.

COMPENSATION

The target entry salary range for this position is \$120,583 - \$132,641 DOQ. The city of Clearwater will provide the Economic Development & Housing Director with a highly competitive benefits package.

HOW TO APPLY

Individuals interested in pursuing this career opportunity can apply online at MyClearwater.com/Jobs.

Candidates are encouraged to submit resumes and the names and telephone numbers of three (3) professional references and submit them with the application.

The position is open until filled.

CLEARWATER HUMAN RESOURCES DEPARTMENT

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For more information, visit the city's website at MyClearwater.com.